

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** December 4, 2007

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **POLICY 3111 – NON-INSTRUCTIONAL SERVICES: FISCAL SERVICES – BUDGET: PLANNING AND PREPARATION**

**ORIGINATOR:** J. Robert Haines, Esq., Deputy Superintendent

**RESOURCE PERSON(S):** Barbara Burnopp, Chief Financial Officer

**RECOMMENDATION**

In accordance with Superintendent's Rule 8130, policy 3111 is scheduled for review in school year 2008. It is recommended that the Board of Education approve revisions to Policy 3111 – NON-INSTRUCTIONAL SERVICES: Fiscal Services – Budget: Planning and Preparation. This is the first reading of this revised policy.

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- Attachment I – Policy Analysis 3111
- Attachment II – Policy 3111

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
**Policy Analysis for the re-adoption of:**  
**3111 – Budget: Planning and Preparation**  
**3112 – Operating Budget**  
**3121 – Funds Management**

Statement of Issues Addressed By the Proposed Policy

In accordance with Superintendent’s Rule 8130, the above list of policies is scheduled for review in school year 2008. The Department of Fiscal Services has reviewed these policies and has no additional changes, and request that they be re-adopted.

Cost Analysis and Fiscal Impact on School System

There is no fiscal impact resulting from these policies.

Relationship to Other Board of Education Policies

Related policies listed on the individual policy are still current.

Legal Requirement

Legal requirements listed on the individual policy have been amended as necessary.

Similar Policies Adopted by Other School Systems

Most other LEAs have similar budget policies.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff

Staff reviewed the attached policies for changes and found them to be current.

First reader: December 4, 2007

Public comment (second reader): December 18, 2007

Board Vote (third reader): January 8, 2008

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Budget: Planning and Preparation

The Superintendent [of Schools] shall prepare the annual operating and capital budgets to be submitted to the Board of Education OF BALTIMORE COUNTY (BOARD) in accordance with the *Annotated Code of Maryland*, rules and regulations of the Maryland State Board of Education, and the policies established by the Board [of Education of Baltimore County]. If any change in policy is necessary, the new policy shall be submitted to the Board [of Education] for approval.

In planning the funds to be included in the budget requests, the Superintendent [of Schools] shall identify the system goals by considering input from the community, the area educational advisory councils, staff, and other stakeholder groups.

Legal Reference: *Annotated Code of Maryland*, Education Article, §§4-205(k), 5-101  
[§4-205(k) Powers and duties of county superintendent, annual budget; securing funds from local authorities  
§5-101 Annual school budget]

Policy  
Adopted: 9/18/68  
Revised: 6/19/80  
Revised: 7/9/02  
REVISED:

Board of Education of Baltimore County