

ANNUAL OPERATING BUDGET

CE
(REGULATION)

AMENDMENT OF
APPROVED
BUDGET

The organizational administrator is responsible for preparing and signing the Budget Change Request form. This document is then forwarded to the appropriate Assistant Superintendent for approval. The Budget Director will then provide further review and forward to the Chief Financial Officer for final approval, if necessary. Funding source approval documents must accompany all budget amendment requests for special programs. Upon final approval and entry into the finance system, the Budget Change Request form will be filed.

GRANT
ADMINISTRATION

The Financial Services Department will process the purchase orders, payments, approved budgets and budget amendments for all grants.

The individual initiating the grant and the Director for the grant will be responsible for compliance with all applicable regulations related to the grant and will also assure that all grant money will be spent according to these regulations and in the time frame indicated on the particular grant.

INTERNAL
SERVICE/
ENTERPRISE
FUNDS

Each year, a budget will be prepared for all internal service and enterprise funds. All transactions must be posted to the appropriate ledgers.