



First Supervisory District of Suffolk County  
201 Sunrise Highway  
Patchogue, New York 11772

# Board Policy

## Budget Development and Adoption

Authorization of the budgetary commitment of a component school district to participate in programs and services provided by Eastern Suffolk BOCES rests with the component school board and is executed by the superintendent of the school district. A preliminary service request is due no later than March 1 of each year, with the final request due on or before May 1, in accordance with §1950 of NYS Education Law.

ESBOCES shall prepare separate tentative budgets for its administrative, capital, and program costs as delineated in accordance with law and/or regulation. All three tentative budgets will be formally presented to the component districts at the Annual Meeting held on or before April 15.

The ESBOCES administrative budget shall include, but is not limited to, office and central administrative expenses, traveling expenses, salaries, and benefits of supervisors and administrative employees necessary to carry out the central administrative duties of the Supervisory District, and all expenditures associated with ESBOCES and the office of the District Superintendent and Chief Operating Officer. The ESBOCES program budget shall include program expenses. The capital budget shall include facility construction or acquisition, capital projects, and rental expenses. The administrative budget shall include expenditures resulting from court judgments and orders from administrative bodies or officers, and certain costs relating to employee retirement.

The Board must attach to the administrative budget a detailed statement of the total compensation to be paid to the District Superintendent, delineating the salary, annualized cost of benefits and any in-kind or other form of remuneration to be paid. In addition, the Board must attach to the proposed administrative budget an ESBOCES report card as enumerated in law and regulation.

The three tentative budgets and attachments shall be provided to each component school board at least ten (10) days prior to the Annual Meeting. The board of each component school district shall adopt a public resolution approving or disapproving such tentative administrative budget at a regular or special meeting held on the same date designated for election of members of the Board. Each component board is entitled to one vote on the proposed administrative budget. Approval of the tentative administrative budget requires the approval of a majority of the total number of component school boards. If a majority of the components turns down the administrative budget or if there is a tie vote, the Board will adopt and prepare a contingency administrative budget which may not exceed the previous year's administrative budget except for increases to supplemental retirement allowances. If the majority of component districts approve the tentative administrative budget, the Board may adopt the administrative budget without modification.

While the ESBOCES capital and program budgets are presented to the component districts for their review, the adoption of those budgets is the sole responsibility of the Board. The law requires that the Board adopt its final administrative, capital, and program budgets by May 15.

After this date, requests for changes in the district's level of participation, either increases or decreases, shall be made in writing by the component school superintendent to the District Superintendent, Chief Operating Officer, or designee.

Requests from component school districts for services not available from ESBOCES must be made in writing to the District Superintendent, Chief Operating Officer, or designee, who may authorize the issuance of a cross contract with another BOCES.

**References:**

- [NYS Education Law §1950\(2-a\) and \(4\)\(b\)](#)
- 8 NY Code of Rules and Regulations (NYCRR) §170.3
- [Board Policy 4110 - Budget Planning and Preparation](#)

First Adopted: 7/1/03

Readopted: 7/11/07