



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

Board Policy

Budget Planning and Preparation

The budget of Eastern Suffolk BOCES shall be prepared annually for the Board under the supervision of the District Superintendent, Chief Operating Officer, or designee. By November of each year, the District Superintendent, Chief Operating Officer, or designee shall develop a timetable and work plan for the use of the component school districts and ESBOCES administrators to compile budget data.

The budget process shall provide for the following:

1. budget estimates required for Co-Ser preparation;
2. estimates of service costs provided to component districts for their planning purposes;
3. tentative budget of expenditures for the program costs, a tentative budget for capital costs, and a tentative budget for the administrative costs for Board review;
4. a presentation of the tentative budgets at the Annual Meeting, as well as all attachments as mandated by law and/or regulation; and
5. the final budget for Board review and adoption after the tentative budgets have been reviewed and the tentative administrative budget has been voted on by the component school boards in accordance with law.

Pursuant to NYS law, the fiscal year for a Board of Cooperative Educational Services is July 1 to June 30 of the succeeding year.

References:

- [NYS Education Law §1950\(2-a\) and \(4\)\(b\)](#)
- [Board Policy 4120 - Budget Development and Adoption](#)

First Adopted: 7/1/03
Readopted: 7/11/07