



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

Board Policy

Administration of Budget

The District Superintendent, Chief Operating Officer, or designee is responsible to the Board for the administration of the budget.

1. The District Superintendent, Chief Operating Officer, or designee shall acquaint ESBOCES employees with the final provisions of the program budget and guide them in planning to operate efficiently and economically within these provisions. Function and object appropriations for line items shall be determined by July 1 of the fiscal year based on the May 15 previously adopted budget. All changes and transfers shall be properly recorded in the interim between May 15 and July 1.
2. Under the direction of the District Superintendent, Chief Operating Officer, or designee, the Associate Superintendent for Management Services shall maintain such records of accounting control as are required by the NYS Uniform System of Accounts, the Board, and such other procedures as are deemed necessary, and shall keep the various administrative units informed as to the status of their individual budgets, on a service and object basis. The Business Services Office shall bring to the attention of the administrative units and the District Superintendent, Chief Operating Officer, or designee any deviations from original requests.
3. Directors are responsible to the District Superintendent, Chief Operating Officer, or designee for the operation of their units within budgetary limits.
4. The District Superintendent, Chief Operating Officer, or designee shall require the Associate Superintendent for Management Services to render a summary report by program or major function, at least quarterly, within the Regulations of the NYS Commissioner of Education.

Budget Transfers

The District Superintendent, Chief Operating Officer, or designee, in compliance with the Commissioner's Regulations, shall be authorized to approve the transfer of funds within budget functions and internal fund transfers in the amount established by the Board.

Adjustments

The District Superintendent, Chief Operating Officer, or designee is authorized to receive and appropriate unanticipated and unbudgeted revenue to the appropriate budget function, to create codes, if necessary, and to adjust the budget if anticipated revenue is unrealized, reporting such adjustments to the Board at its subsequent regular meeting.

References:

- 8 NY Code of Rules and Regulations (NYCRR) §170.2