Monroe 2-Orleans BOCES Policy
Series 4000 – Non-Instructional/Business Operations
Policy #4120 – BUDGET DEVELOPMENT AND ADOPTION

Authorization of the budgetary commitment of a component school district to participate in programs and services provided by BOCES rests with the component school board and is executed by the superintendent of the school district. A preliminary service request is due not later than February 1st of each year, with the final request due on or before May 1, in accordance with Section 1950 of Education Law.

The BOCES 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 15th.

The BOCES administrative budget shall include, but is not limited to, office and central administrative expenses; travel expenses; salaries and benefits of supervisors and administrative personnel necessary to carry out the central administrative duties of the Supervisory District; all expenditures associated with the Board, the office of the District Superintendent, general administration, central support services, planning and all other administrative activities. The BOCES capital budget shall include, but is not limited to, facility construction or acquisition; capital projects; and, facility renovations. The administrative budget also includes expenditures resulting from court judgments and orders from administrative bodies or officers, and certain costs relating to employee retirement.

The BOCES program budget shall include, but is not limited to, expenditures for career and technical education; communication and technology services; BOCES 4 Science program; exceptional children; general support services; school improvement; general educational service; and, services from other BOCES.

The BOCES 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 BOCES must attach to the proposed administrative budget a BOCES report card as enumerated in law and regulation.

The three tentative budgets and attachments shall be provided to each component school board at least 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 BOCES. The date shall be designated by the BOCES Board President. 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 BOCES will adopt and prepare a contingency administrative budget which may not exceed the previous year's budget except for increases to supplemental retirement allowances. If the majority of component districts approve the tentative administrative budget, the BOCES may adopt the administrative budget without modification.

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

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 or their designee.

Requests from component school districts for services from another BOCES must be made in writing to the District Superintendent or their designee who may authorize the issuance of a cross contract with another BOCES.

Education Law Section 1950(2-a), and (4)(b)

8 New York Code of Rules and Regulations

(NYCRR) Section 170.3

Policy References:
Refer also to Policy #4110 -- Budget Planning and Preparation.

Adoption Date: 7/13/1999
Revised: 2/18/2009
Revised: 9/21/2011
Reviewed: 8/20/2014
Reviewed: 8/16/2017
Revised: 8/19/2020
Reviewed: 8/16/2023
Reviewed: 9/9/2026