

Budget Preparation

Budget preparation for NWBOCES will be an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of NWBOCES. Budget planning and preparation will be a year-round process involving broad participation of administration, business manager, teachers, therapists, nurses, maintenance staff, food service personnel, transportation staff, residential staff, custodians, and others who will need materials, supplies, equipment, salaries, or services throughout the year.

The Administrative Director and Business Manager will have the overall responsibility for budget preparation including the construction of and adherence to a budget calendar. They will develop and submit budget requests after seeking advice and suggestions of staff members.

The budget requests will reflect the best judgment as to the most effective way to use resources in achieving progress toward goals of NWBOCES.