

**KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE****BUSINESS AND NON-INSTRUCTIONAL OPERATIONS****BUDGET**

The Superintendent shall promote the efficient and effective use of available financial resources. Advanced planning and sound budget procedures are key to successful business and non-instructional operations. The Board and the Superintendent shall adopt a budget following the procedures below.

The Superintendent recognizes the business and non-instructional operations as functions that are essential to accomplishing the goals of the office. Business and non-instructional operations support the facilities, property, grounds, schools and programs operated by the Superintendent and provide mandated services to meet the legal responsibilities of the Board and Superintendent, as well as services requested by local education agencies.

The Superintendent believes that adequate funding and careful money management provide foundational support for the office. It is the intent of the Superintendent to make that support as effective as possible. The Superintendent shall inform the Board about financial operations of the office to enable the Board to fully discharge its legal responsibilities with regard to sound fiscal practices.

The Superintendent will work with the Board to:

1. Ensure the efficient and effective use of all available financial resources to meet the legal responsibilities of the Board and the Superintendent.
2. Guide the prudent expenditure of revenues of the County School Services Fund to derive the greatest possible educational return for schools and programs of the Superintendent and the county school districts.
3. Encourage advance planning through sound budget procedures, interim reports, audit procedures, fiscal management, and internal controls.
4. Support regionalized services to provide economies of scale.
5. Advocate for and secure the additional sources of revenue which will assure adequate long-term support for quality programs and services.
6. Maintain a sufficient level of per student expenditures, within fiscal restraints, to provide quality education to all students served by the office.
7. Maintain a healthy environment in support of the educational program, with high standards of safety in the operation and maintenance of facilities, equipment, and services.

The Board shall adopt an annual County School Service Fund Budget for operation of the Office in accordance with the Education Code and regulations, criteria, and standards of the CDE. The adopted budget shall:

1. Meet all legal requirements.
2. Provide for the performance of statutory requirements related to the official responsibilities of the Superintendent and the office.
3. Support the mission and goals of the office.
4. Maintain a prudent level of general reserves at least equal to the recommended minimum state standard of economic uncertainties.
5. Allow the office to meet its financial obligations during the fiscal year and two subsequent fiscal years.
6. Be consistent with a financial plan that will enable the office to satisfy its multi-year commitments.
7. Permit adequate public participation with required disclosures and public hearing.
8. An annual budget calendar shall be established. The proposed budget shall be submitted to the Board according to the annual budget calendar.

The Superintendent shall develop the budget in accordance with the state single budget adoption process, and shall provide ample opportunity for Board discussion and review of the budget during the development process.

The Board shall review and approve the final budget before its submission to the State Superintendent of Public Instruction for final approval.

Legal Reference:

EDUCATION CODE

1040 Duties of the board  
 1042(b) Review supts estimated budget  
 1240(c) Purchase or lease real property  
 1620 Public hearing on county school services fund budget  
 1940 Administering for county school services fund  
 14050 Submission of tentative and final budgets  
 33127 Standards for local budgets  
 33129 Standards and criteria use by local agencies  
 California Code of Regulations, Title 5 §§ 17340 et seq.