

**LUZERNE  
INTERMEDIATE  
UNIT #18**

**SECTION: FINANCE  
TITLE: BUDGET PREPARATION  
ADOPTED: NOVEMBER 20, 2002  
REVISED: FEBRUARY 24, 2016**

| 603. BUDGET PREPARATION                         |   |
|---|---|
| <p>1. Purpose<br/>SC 964</p>                    | <p>The Board considers preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the intermediate unit’s mission. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain the facilities, and to honor obligations of the intermediate unit.</p>                                   |
| <p>2. Authority</p>                             | <p>The Board recognizes its obligation to our constituents to approve only those expenses reasonably required to provide an educational program of services suitable to the needs and goals of the intermediate unit and its students.</p>  |
| <p>3. Delegation of<br/>Responsibility</p>      | <p>The Executive Director shall be responsible for recommending the proposed program of services and operating budget to the Board for approval. When approved by the Board, the Executive Director or designee shall be responsible for the proper preparation and dissemination of the operating budget.</p>  |
| <p>Title 22<br/>Sec. 17.11, 17.13<br/>17.21</p> | <p>In preparing the budget, the responsible administrator shall set general priorities for expenditures for:</p> <ol style="list-style-type: none"> <li>1. Staff for maintenance of current programs.</li> <li>2. Technology, equipment and supplies for maintenance and/or expansion of current programs.</li> <li>3. New staff necessary for improvement or expansion of current programs.</li> </ol> |