

**LUZERNE
INTERMEDIATE
UNIT #18**

**SECTION: FINANCE
TITLE: BUDGET ADOPTION
ADOPTED: NOVEMBER 20, 2002
REVISED: FEBRURY 24, 2016**

604. BUDGET ADOPTION	
1. Purpose	It is the philosophy of the Board that the annual budget proposal represents the position of the Board, and all reasonable means shall be employed to present and explain the proposed budget to all constituents.
2. Delegation of Responsibility	Each Board member and each intermediate unit administrator shall be thoroughly familiar with, and understand the need for, each proposed expenditure so that they can answer any question directed to them.
3. Authority	The Board authorizes the Executive Director to notify via e-mail the Board Secretary of each participating school district that approval of the budget will be by ballot.
SC 687 Title 22 Sec. 342.8	The Board shall prepare and present a proposed budget, which shall be set forth in detail using the forms required by the Department of Education. After the proposed annual budget is adopted by the Board of Directors, it shall be maintained on display in the Office of the Executive Director.
SC 687, 964	The Executive Director shall furnish each Board member of each component school district a copy of the proposed annual budget.
	The annual budget shall receive final approval by two (2) actions: <ol style="list-style-type: none"> 1. At least a majority of the component school districts. 2. A majority of the proportionate votes cast by the school directors of each component school district.
	To determine the vote by school districts on the budget, the Secretary of each component School Board shall notify the Executive Director by resolution on or before the first day of May of the action taken by the local School Board.
	The vote total shall be entered into the Board minutes of the intermediate unit as received and approved.
	The annual budget shall, upon approval, be filed with the Department of Education.

