

## VENTURA COUNTY BOARD OF EDUCATION

**ADMINISTRATIVE REGULATION NO. 3100**

**ADOPTED: 02/24/97**

**CLASSIFICATION: Business and Noninstructional Operations**

**REVISED:**

**SUBJECT: Budget**

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The County School Service Fund Budget, Interim Reports, and other mandated financial reports are filed at various times during the fiscal year in accordance with the Education Code and regulations of the Superintendent of Public Instruction. The Office files the adopted budget with the CDE for approval by the Superintendent of Public Instruction as prescribed by statute (Single Adoption Cycle). The Unaudited Actual Financial Report represents the financial position and results of the operations of the Office. It is filed with the CDE as prescribed by statute. Office First and Second Interim Reports shall be reviewed by the Board, approved by the Superintendent, and submitted to the CDE. First and Second Interim Reports are due within 45 days after the close of each interim period, as specified by statute.

As the Office prepares its budget and Criteria and Standards, certain budget assumptions are made. Budget assumptions shall be included in the budget process. They are crucial in assessing the reasonableness and viability of the budget and will permit the reviewing agency to better understand the budget packages and make more informed determinations as to whether the budget is in compliance with the state Criteria and Standards. The CDE annual instructions will be used as a guide to the general information which should be considered and included in the Office budget assumptions and packages. Annually, the Superintendent shall review budget assumptions to determine if more specific or different information will be incorporated into the budget development process. An annual budget adoption calendar shall be established to accommodate the mandated deadlines. The budget process will incorporate sufficient time in its calendar for Board discussion and revision and permit adequate review by the public of the proposed final budget prior to approval.

The Office is required to use the Criteria and Standards (summary or in-depth review) adopted by the State Board of Education in developing its budget and managing its expenditures. The certification and Criteria and Standards budget review shall accompany the budget when it is submitted to the CDE. The Office shall also complete the Criteria and Standards for each of the two Interim Reports. The Criteria and Standards shall certify the ability of the Office to meet its financial obligations for the current year and two subsequent years, and whether the estimated annual budget will enable the Office to satisfy its multi-year commitments.

The Superintendent will present the annual budget calendar and budget assumptions to the Board at a regular meeting for review. The Calendar shall include the dates for various budget development activities and shall include dates for public review, public hearing, and adoption. The Board shall be notified of any revisions to the budget calendar necessitated by the CDE or any other conditions imposed by the State Budget approval process.