

# POLICY

No. 3013

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## ADMINISTRATIVE BUDGET

An Administrative Budget shall be prepared by the District Superintendent and shall be presented to the Board in accordance with the adopted Budget Calendar. The Administrative Budget may contain only those items specified in Law and in the Regulations of the Commissioner.

The Administrative Budget must contain a detailed statement of the total compensation to be paid to the District Superintendent. The statement must delineate the salary, annualized cost of benefits and any in-kind or other form of remuneration to be paid. The Administrative Budget must be provided to each component school board at least 10 days prior to the Annual Meeting.

Each component Board of Education must hold a public meeting, for the purpose of adopting a resolution, approving or disapproving the tentative administrative budget on the same date designated for the election of BOCES Board Members, such meeting to be held on a date between April 16 and April 30, as designated by the BOCES Board President. Each component board is entitled to one vote on the proposed Administrative Budget. Approval of the tentative Administrative Budget requires the approval of a majority of the total number of component school boards voting. If a majority of the components voting reject the budget or if there is a tie vote, the BOCES must adopt a contingency Administrative Budget which may not exceed the previous year's budget except for increases to supplemental retirement allowances, including health insurance benefits for retirees.

If the majority of component districts approve the tentative Administrative Budget, the BOCES must adopt the Administrative Budget without modification by May 15th.

Administrative Budget costs shall be apportioned to component school districts in accordance with the ratio which the component school district's resident weighted average daily attendance bears to the total weighted average daily attendance in all component school districts contained within the Albany-Schoharie-Schenectady-Saratoga BOCES.

**Adopted:** March 26, 1975  
**Ratified:** April 21, 1975  
**Amended:** May 16, 1983  
**Amended:** March 18, 1996