

Operational Services

Fiscal and Business Management

The Executive Director is responsible for the Cooperative's fiscal and business management. This responsibility includes annually preparing and presenting to the Executive Board, the Cooperative's statement of affairs and publishing it before December 1, as required by State law.

The Executive Director shall ensure the efficient and cost-effective operation of the Cooperative's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the Cooperative's electronic network shall complete an *Authorization for Electronic Network Access*.

Budget Planning

Each year, the Executive Board will adopt a proposed budget calendar, indicating dates for presentation by the Executive Director of receipts, estimates, preliminary expenditure recommendations by funds, and major Executive Board actions affecting the budget.

The Executive Director shall present to the Executive Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the Cooperative's educational program. The Cooperative's budget shall be entered upon the Illinois State Board of Education's "Joint Agreement Budget Form."

Preliminary Adoption Procedures

After receiving the Executive Director's proposed budget, the Administrative Agent will set:

1. The date, place, and time for a public hearing on the proposed budget;
2. The date, place, and time for the proposed budget to be available to the public for inspection.

The Executive Board Secretary shall make arrangements to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the Executive Board.

Final Adoption Procedures

The Board of Education of the Administrative District shall adopt a budget before August 30 of each fiscal year. The adoption of the budget shall be by roll call vote. The resolution adopting the budget shall be incorporated into the meeting's official minutes. The Board of Education of the Administrative District members' names voting yea and nay shall be recorded in the minutes.

Budget Amendments

The Board of Education of the Administrative District may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Executive Director is responsible for implementing the Cooperative's budget and shall provide the Executive Board with a monthly financial report which includes all deficit fund balances.

ADOPTED: March 21, 2000