

PROGRAM PLANNING, BUDGET PREPARATION, ADOPTION, AND IMPLEMENTATION

Each year the Board will adopt an annual budget after giving consideration to the program and service recommendations of the Superintendent and any comments offered by the member district Superintendents Advisory Committee (SAC) and such administrative and financial reports as may be required.

The Board will determine all financial policies not specifically defined by law and will exercise general supervision, through the Superintendent, over the finances of the NWESD 189 in keeping with regular budgetary procedures.

**Notice and Conduct of Budget Hearings**

After solicitation of input from the Superintendents Advisory Committee (SAC) and other interested parties and completion of the proposed NWESD 189 budget for the ensuing year, notices will be published in a local paper of general circulation for two (2) successive weeks announcing the date, time, and place of the budget hearing. The notice will also state that any person may appear and be heard for or against any part of such budget. The last notice will be published no less than seven (7) days prior to the hearing.

Copies of the proposed budget will be made available at the NWESD 189 office by July 15 unless the Office of the Superintendent of Public Instruction (OSPI) has delayed the date because the state operating budget was not adopted by June 1.

**Budget: Adoption and Filing**

The budget for the ensuing year will be adopted by Board resolution following a public hearing. Such action will be recorded in the official minutes of the Board. Copies of the budget as adopted will be filed with OSPI for review.

The dates for adoption and filing, unless the Superintendent of Public Instruction has delayed the dates, are as follows:

Budget adopted by August 1  
Budget filed with OSPI by August 3  
Budget approved by OSPI August 31

**Budget Implementation**

The Board places responsibility with the Superintendent for administering the operating budget, once adopted. The Superintendent has the authority to operate within the budget as long as the total amount is not exceeded, subject to the following provisions:

- 1) Expenditure of funds for the employment and assignment of staff meet the legal requirements of the State of Washington and adopted NWESD 189 policies.

**NORTHWEST EDUCATIONAL SERVICE DISTRICT 189**

**POLICY 6000**

- 2) Services to be rendered to the NWESD 189, as well as purchases to be made, confirmed, or authorized, are to be accomplished only by a purchase order or other appropriate form (e.g., advanced travel, authorized reimbursement, credit cards) signed in advance by the Superintendent, or designee.
- 3) Purchases are made according to the legal requirements of the State of Washington and adopted NWESD 189 policy.
- 4) The Superintendent will be responsible for establishing procedures to authorize and control the payroll operations of the NWESD 189. The Board may act on behalf of individual staff to deduct a certain amount from the staff member's paycheck and remit an agreed amount to a designee of the staff member. No involuntary deduction, without appropriate authorization, may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement, or in compliance with a court order such as garnishments.
- 5) Monthly financial reports are to be submitted to the Board Chair and made available to all other Board members.

First Reading:

Second Reading: 08/24/77 (as 3200)  
Revised: 11/28/79 (as 3200)  
Revised: 02/26/92 (as 3200)  
Revised: 06/2701 (recodified 6000)  
Revised: 12/12/11

Reference:

RCW 28A.310.200  
RCW 28A.310.220  
RCW 28A.310.330  
RCW 41.04.250  
WAC 392-125