

Business Procedures
Series 800

Policy Title: Budget Development

Code No. 801

Policy Statement

Budgeting is a continuous process undertaken by the chief administrator, the Board and the administrative team of Heartland AEA with consideration of service needs, established priorities, and available resources.

Scope of Policy

Administration and the Board consider stakeholder input, current and proposed services, current and proposed staffing plans, available resources, and trends in the Agency's financial condition.

Accountability Overview

The Board uses the following process for adopting the annual budget and for amending the current year budget:

- Administration presents the Agency's budget document and any amendments for the Board's consideration.
- The Board establishes and publishes the time and place for public review of the budget in accordance with Iowa Code.
- The Board acts on the budget.
- The approved budget is submitted in a timely manner to the State Board of Education.
- The Board secretary retains verified proof of the publication to substantiate compliance with this policy.

Date of Adoption: 12/8/92

Reviewed: 9/8/98, 8/05

Amended: 5/13/14, 3/14/17, 4/13/21