

## **Operational Services**

### **Fiscal and Business Management**

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

The Director shall ensure the efficient and cost-effective operation of the Cooperative's business management using 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**

The Cooperative's fiscal year is from July 1 until June 30. The Director shall present a budget of proposed expenditures to the Governing Board at its regular May meeting each year or as otherwise provided by law. The final budget shall be adopted by the Governing Board no later than September 1 of each calendar year. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the Cooperative's programs. The Cooperative's budget shall be entered upon the Illinois State Board of Education's "Cooperative Budget Form."

### **Preliminary Adoption Procedures**

The Governing Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The KCSEC administrative office shall arrange 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 Governing Board.

### **Final Adoption Procedures**

The Governing Board adopts a budget by September 1, or by such alternative procedure as State law may define.

The Governing Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting yea and nay shall be recorded in the minutes.

The Director or designee shall file a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year (certified by the Cooperative's chief fiscal officer) with the County Clerk within 30 days of the budget's adoption; and submit the annual budget and other financial information to the Illinois State Board of Education according to its requirements.

### Budget Amendments

The Governing Board may amend the budget by the same procedure as provided for in the original adoption.

### Implementation

The Director or designee shall implement the Cooperative's budget and provide the Governing Board with a monthly financial report that includes all fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Governing Board. The Cooperative will follow procedures at 29 CFR 97 with respect to the use of covered federal grant funds.

LEGAL REF.: 35 ILCS 200/18-55 et seq.  
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, and 5/20-8., 29 CFR 97

ADOPTED: December 12, 2012