

Administrative Regulation

Personnel Commission, Preparation of Budget and Annual Report for

- A. The personnel director shall prepare and submit to the Commission a proposed operating budget for the Commission for the next fiscal year. The budget shall be submitted not later than the first Commission meeting in June. The personnel director shall present the budget in June as a first reading. The Commission shall schedule a public hearing on the proposed budget at the July meeting, and the personnel director shall present the budget for a second reading. The Commission may adopt the budget at the July meeting, or may hold adoption until the first meeting in August. The Commission shall have an adopted budget no later than the first meeting in August.

All Personnel Commission budget transactions and expenditures shall conform to such procedural rules as are established for all other general fund expenditures and shall be reported to the Commission annually, or more frequently as requested.

- B. The personnel director shall prepare an annual report of Commission activities for the preceding fiscal year. When approved by the Commission, the annual report shall be submitted to the Board of Education.

Ref: EC Sections 45253, 45254, 45266

Approved: February 3, 1977

Revised: August 27, 1979

Revised: March 4, 1986

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