

Operational Services

Fiscal and Business Management

The Joint Agreement hires the Administrative Agent District to manage the Joint Agreement's fiscal affairs.

The Administrative Agent District shall ensure the efficient and cost-effective operation of the Joint Agreement'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 Joint Agreement's electronic network shall complete an *Authorization for Access to the Joint Agreement's Electronic Network*.

Preliminary Adoption Procedures

The Joint Agreement's fiscal year is from July 1 until June 30. After receiving the Director's proposed budget, the budget will be approved at the cooperative level in June. The Administrative Agent District will then set 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 Administrative Agent District 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 Board of the Administrative Agent District.

Final Adoption Procedures

The Administrative Agent District is responsible for adopting a budget before August 31 or by such alternative procedure as State law may define.

Budget Amendments

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

Implementation

The Director or designee shall implement the Joint Agreement's budget and provide the Administrative Agent District with a monthly financial report that includes the deficit fund balance. The amount budgeted as the expenditure in the fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Administrative Agent District.

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, 5/20-8, and 5/20-10.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADMIN. PROC.: 6:235-AP1, E1 (Student Authorization for Access to the Joint Agreement's Electronic Networks), 6:235-AP1, E2 (Staff Authorization for Access to the Joint Agreement's Electronic Network Access)

ADOPTED: March 19, 2026