

Resolution of the Academy Board of Directors

Chief Administrative Officer Designation

WHEREAS, the Uniform Budget and Accounting Act, being Public Act 493 of 2000, as amended, requires the Academy to designate a chief administrative officer (“CAO”).

NOW, THEREFORE, BE IT RESOLVED, that _____ shall be designated as the Academy’s CAO and shall have final responsibility for the preparation and presentation of the recommended budget, as well as control of the budget throughout the year; and

BE IT FURTHER RESOLVED, that the CAO shall include in the recommended budget the following information:

- Expenditure data for the most recently completed fiscal year.
- Estimated expenditures for the current fiscal year.
- An estimate of the expenditure amounts required to conduct, in the ensuing fiscal year, the government of the academy.
- Revenue data for the most recently completed fiscal year
- Estimated revenues for the current fiscal year.
- An estimate of the revenues, by source of revenue, to be raised or received by the academy in the ensuing fiscal year.
- The amount of surplus or deficit that has accumulated from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year.
- An estimate of the amounts needed for deficiency, contingent, or emergency purposes.
- Other data relating to fiscal conditions that the CAO considers to be useful in considering the financial needs of the academy.

Secretary’s Certification:

I certify that the foregoing resolution was adopted by the Academy Board of Directors at a properly noticed open meeting held on the _____ day of _____, _____, at which a quorum was present.

By: _____
Board Secretary

Date: _____