

## **Budget Preparation**

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, building administrators will solicit participation by teachers and other building staff in determining the budget requirements necessary to meet identified student needs;
2. Building principals will evaluate proposed staff budget requests to assure compatibility with district goals, curriculum goals and fiscal guidelines;
3. After screening requests, principals will submit their proposed building budgets to the management team for discussion and possible modification before presentation to the budget committee;
4. The superintendent will work with the management team and other supervisory staff to develop proposed budgets for the various administrative units of the district;
5. The business manager will compile the proposed budget and will present it to the budget committee. He/She will see that committee members have detailed as well as summary information early enough to allow time for adequate study before decisions are made.