

Black Butte School District 41

Code: **DBD**
Adopted: 1/08/02
Readopted: 4/09; 8/24/10; 1/13/14
Orig. Code(s): DBD

Budget Preparation

The Board's designee has the overall responsibility for budget preparation and will develop such procedures as are necessary to insure that the budget reflects all areas of school operation. The following steps will be followed in preparing the annual budget:

1. In developing the budget, the Board's designee will solicit participation by other building staff in determining and prioritizing the budget requirements necessary to meet identified student needs;
2. The budget committee will review suggested priorities and will either accept, modify or reject the priorities;
3. The Board's designee, as budget officer, will establish budget priorities, will compile the budget, will deliver the budget message and will present it to the budget committee. He/She will see that members of the committee have detailed as well as summarized information early enough for them to give adequate study before decisions are made.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

Cross Reference(s):

DBEA - Budget Committee