

**Brookings-Harbor  
School District 17C**

Code: **DBE-AR**  
Adopted: 1/18/88  
Revised/Readopted: 10/22/03  
Orig. Code(s): DBD

**Budget Preparation**

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, building administrators and department supervisors will solicit participation by teachers and other building staff in determining the budget requirements necessary to meet identified student needs;
2. Building principals and department supervisors will evaluate proposed budget requests coming from their staffs to assure compatibility with district goals, curriculum goals and fiscal guidelines;
3. After screening requests, principals will submit their building budgets to the administrative counsel and superintendent for discussion and possible modification before presentation to the budget committee;
4. The superintendent will work with the administrative counsel and other supervisory staff to develop proposed budgets for the various administrative units of the district;
5. The superintendent 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.