

## **Budget Preparation**

The following steps will be followed in preparing the annual 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. Principals 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 proposed building budgets to the superintendent;
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 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.