

Condon School District 25J

Code: **DBE**
Adopted: 10/8/84, 4/12/94
Readopted: 11/9/05; 11/12/08
Orig. Code(s): DB

Budget Preparation

The superintendent will have overall responsibilities for budget preparation, including the construction of and adherence to a budget calendar. The superintendent will develop such procedures necessary to ensure that the proposed budget reflects all areas of ~~school~~district operation.

Principals will develop and submit budget requests for their particular schools after seeking the advice and suggestions of staff members. The budget requests will reflect the principals' judgment as to the most effective way to use resources in achieving progress toward educational objectives of the school.

The superintendent will review all such requests and will subsequently establish budget priorities for the district. The superintendent will make appropriate recommendations related to those priorities to the Board and budget committee.

The superintendent will deliver the budget message and actual budget document to the budget committee when the message and budget have been completed and are ready for presentation.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.542 - 328.565](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL (2006).

OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL (2002).

Cross Reference(s):

DBD - Budget Priorities

DBEA - Budget Committee