

### **Budget Preparation and Priorities**

The following steps will be followed in preparing the annual budget:

1. In developing the 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 budget requests coming from their staffs to assure compatibility with district goals, curriculum goals and fiscal guidelines. Priorities should be established to be used as a basis for budget additions or reductions;
3. After screening requests, principals will submit their building budgets to the management team for discussion and possible modification;
4. The superintendent will work with the management team and other supervisory staff to develop budgets for the administrative unit of the district;
5. The superintendent shall submit numbers of personnel (administrative, classified and licensed) accompanied by costs and an impact statement;
6. Once the budget levels are established in all categories of the budget, the superintendent will present a staffing pattern and accompanying data to the Board for their consideration;
7. When the staffing pattern is approved by the Board, the superintendent shall make staffing assignments and present them to the staff; discussing rationale and appropriateness;
8. The budget committee shall request, by majority, any information it needs for proper budget making, except personal information covered by the Privacy Act or other lawfully restrictive requirements.