

# Corvallis School District 509J

Code: **DBE**  
Adopted: 6/01/88  
Readopted: 2/10/97; 8/30/99; 5/09/16  
Orig. Code(s): 6210

## Budget Preparation

The superintendent has the overall responsibility for budget preparation and will develop such procedures necessary to ensure the proposed budget reflects all areas of district operation taking into account Board priorities.

The superintendent and administrative staff will propose budget priorities for the district and will make appropriate recommendations related to those priorities to the Board and budget committee.

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

END OF POLICY

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### Legal Reference(s):

[ORS 294.305](#) to -294.565

[ORS 328.542](#) to -328.565

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

OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL.