

# Creswell School District 40

Code: **DBE-AR**  
Adopted: 8/14/02  
Orig. Code(s): None

## Budget Preparation

The following calendar will be followed in preparing the budget. Actions will be taken on or near the dates recommended:

- I. 1st Week of December      The district business manager will provide revenues to each building principal and department head responsible for submitting a budget. Estimated costs for “rolling over” current staff to the salaries and benefits within the collective bargaining agreements will also be provided.
- II. 2nd Week of December      District administrators will meet with the business manager for the purpose of clarifying enrollment and/or other information provided them in “I”. This will occur at the bi-monthly superintendent's meeting.
- III. 3rd Week of March      Draft budgets will be completed as compatible with district goals and fiscal guidelines. Principals and department heads will solicit staff input to identify student needs. Any potential RIF or lay-off candidates will be advised by this date.
- IV. 1st Two Weeks of April      Each site council will provide a time for the draft budget to be presented for their input. Each site council meeting will be advertised to encourage public participation and input.
- V. 3rd Week of April      Each principal and/or department head will submit their projected budget to the superintendent for discussion and possible modification.
- VI. 4th Week of April      Department/School budgets are forwarded to the business manager.
- VII. 1st Week of May      Proposed budget is sent to the printer.
- VIII. 2nd Week of May      Proposed budget copies are made available to the budget board.
- IX. 3rd Week of May      Budget Board meeting and presentation of the proposed budget.
- X. 4th Week of May      Budget Board meeting and recommendation to the Board.
- XI. 2nd Week of June      Adoption of the school year budget by the Board.