

**Douglas County
School District 15**

Code: **DBE**
Adopted: 10/08/03
Readopted: 9/15/14
Orig. Code(s): DBE

Budget Preparation

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, the superintendent will solicit participation by teachers and other building staff in determining the budget requirements necessary to meet identified student needs;
2. The superintendent will evaluate proposed budget requests coming from the staff to assure compatibility with district goals, curriculum goals and fiscal guidelines;
3. After screening requests, the superintendent will submit his/her proposed building budgets to the management team for discussion and possible modification before presentation to the budget committee;
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.

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.
OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL.

Cross Reference(s):

DBEA - Budget Committee
DBG - Budget Hearing