

# Helix School District 1R

Code: **DBE**  
Adopted: 1/8/97  
Orig. Code(s): None

## Budget Preparation

The superintendent/principal has the overall responsibility for budget preparation and will develop such procedures necessary to ensure that the proposed budget reflects all areas of school operation.

The superintendent/principal and staff will establish budget priorities for the district and will make appropriate recommendations related to those priorities to the Board and budget committee.

The superintendent/principal 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

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### Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.542 - 328.565](#)

*Program Budgeting and Accounting Manual*, Oregon Department of Education (2000).

*Local Budgeting Manual*, Oregon Department of Revenue (1999).