

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

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).