

Jewell School District 8

Code: **DBE-AR**
Adopted: 2/19/02
Readopted: 11/17/08
Orig. Code(s): DBE-AR

Budget Preparation

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, administrators will solicit participation by teachers and other staff in determining the budget requirements necessary to meet identified student needs;
2. The budget office will evaluate proposed staff budget requests to assure compatibility with district goals, curriculum goals and fiscal guidelines;
3. After screening requests, principals will submit their proposed budgets to the management team for discussion and possible modification before presentation to the budget committee;
4. The superintendent will work with supervisory staff to develop proposed budgets for the various support services of the district;
5. The budget office 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.