

Budget Preparation

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, building administrators will solicit participation by teachers and other building staff in determining the budget requirements necessary to meet identified student needs;
2. Superintendent/Principals will evaluate proposed staff budget requests to ensure compatibility with district goals, curriculum goals and fiscal guidelines;
3. After screening requests, the superintendent/principal s will submit their proposed budgets to the budget committee for discussion and possible modification before presentation to the budget committee;
4. The superintendent/principal will work with the various department leads develop proposed budgets for the various administrative units of the district;
5. The superintendent/principal 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.