

## **Budget Preparation**

The following steps will be followed in preparing the annual budget:

1. In developing the budget, building administrators will solicit participation by teachers and other building staff in determining the budget requirements necessary to meet identified student needs;
2. Building principals will evaluate budget requests coming from their staffs to assure compatibility with district goals, curriculum goals and fiscal guidelines;
3. After screening requests, principals will submit their building budgets to the superintendent for discussion and possible modification before presentation to the budget committee;
4. The superintendent will work with the principals and other supervisory staff to develop budgets for any other administrative units of the district;
5. The superintendent will compile the budget and will present it to the budget committee. He/She will see that members of the committee have detailed as well as summary information early enough for them to give adequate study before decisions are made.