

Multnomah Education Service District

Code: **DBE-AR**
Adopted: 10/12/94
Amended: 9/20/05
Reviewed: 9/21/10

Budget Preparation

The following steps shall be followed in developing and preparing the annual or biennial budget:

1. Cabinet shall solicit participation by staff in determining the budget requirements necessary to meet identified needs;
2. Cabinet shall evaluate proposed budget requests coming from staff to assure compatibility with MESD goals;
3. Cabinet shall submit proposed budgets to the Superintendent for discussion and possible modification before presentation to the Budget Committee;
4. The Superintendent shall work with Cabinet and other supervisory staff to develop proposed budgets for the various administrative units of MESD;
5. The Superintendent or designee shall compile the proposed budget and shall present it to the Budget Committee.
6. The Superintendent shall see that committee members have detailed as well as summary information early enough to allow time for adequate study before decisions are made.