

North Marion School District 15

Code: **DBE**
Adopted: 4/08/91
Readopted: 10/10/94
Orig. Code(s): 6110.1, 6124

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 management team for discussion and possible modification before presentation to the superintendent and the budget committee;
4. The superintendent will work with the management team and other supervisory staff to develop budgets for the various 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.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.542 - 328.565](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL (2004).

OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL (2002).

Cross Reference(s):

DBD - Budget Priorities

DBEA - Budget Committee