

# 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