

Oakland School District 1

Code: **DBE**
Adopted: 12/16/97
Readopted: 10/12/11
Orig. Code(s): DBE

Budget Preparation

The superintendent has the overall responsibility for budget preparation. In developing the budget, the following steps will be observed:

1. Principals will solicit participation by teachers and staff in determining budget requirements;
2. Principals will evaluate budget requests coming from their staffs to assure compatibility with district goals, curriculum goals and fiscal guidelines. After screening the requests, the principals will present their building budgets to the superintendent;
3. The superintendent will work with the supervisory staff to develop budgets for the administrative units of the district;
4. The fiscal officer will compile the budget and present it to the superintendent;
5. The superintendent will deliver the budget message and the actual budget document to the budget committee. The superintendent 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 .

OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL.