

Budget Preparation

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, district administrators may solicit participation by teachers and other staff in determining the budget requirements necessary to meet identified student needs;
2. Administrators will evaluate proposed staff budget requests to ensure compatibility with district goals, curriculum goals and fiscal guidelines;
3. The superintendent will work with the management team and other supervisory staff to develop proposed budgets for the various administrative units of the district;
4. The superintendent will compile the proposed budget and will present it to the budget committee.