

## **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. After screening requests, administrators will submit their proposed budgets to the executive management team for discussion and possible modification before presentation to the budget committee;
4. The superintendent or designee will compile the proposed budget. The superintendent or designee will present it to the budget committee.