

Scappoose School District 1J

Code: **DBE-AR**

Revised/Reviewed: 1/17/94

Orig. Code(s): 6110.0; 6110.3; 6120; 6130

Budget Preparation

The following procedures will guide the budget preparation process:

1. **Teacher Participation** – Teachers should submit their budget requests to their principals by November 15 or as otherwise directed;
2. **Principal Participation** – Principals will prepare tentative budgets for the operation of their respective buildings. Teachers and other employees of the district may participate in the budget building process by submitting items for consideration to their principals. The principal will approve or disapprove these requests. The principal's tentative budget is due in the budget officer's office by January 1 of each year or as otherwise directed;
3. **Responsibility of Other Supervisors** – Other supervisors should submit their budgets to the budget office by January 1 or as otherwise directed;
4. **Preparation of School Lunch Fund Budget** – The director of support services is responsible for preparing the school lunch fund budget. The cook managers will submit requests to the budget officer for equipment that is to be used in the kitchen area.