

# Stanfield School District 61

Code: **DBE**  
Adopted: 11/8/94  
Readopted: 4/10/08  
Orig. Code(s): DBE

## Budget Preparation

The following steps will be followed in preparing the annual budget:

1. In developing the proposed budget, administrators will solicit participation by teachers and other staff in determining the budget requirements necessary to meet identified student needs;
2. Principals will evaluate proposed 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 proposed 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 proposed budgets for the various administrative units of the district;
5. The superintendent will compile the proposed budget and will present it to the budget committee. He/She will see that committee members have detailed as well as summary information early enough to allow time for adequate study before decisions are made.

END OF POLICY

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### Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.542 - 328.565](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL (2006).

OR DEP'T OF REVENUE, LOCAL BUDGETING MANUAL (2002).

### Cross Reference(s):

DBD - Budget Priorities

DBEA - Budget Committee