Vale School District 84

Code: **DBE-AR** Reviewed: 9/10/08

Budget Preparation

The following steps will be followed in preparing the budget:

- 1. In developing the proposed budget, building administrators will solicit participation by teachers and other building staff in determining the budget requirements necessary to meet identified student needs;
- 2. Building principals will evaluate proposed staff budget requests to ensure 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 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.