

**Warrenton Hammond
School District 30**

Code: **DBE-AR**
Adopted: 9/11/89
Readopted: 10/12/10
Orig. Code(s): DBD

Budget Preparation

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

1. In developing the budget, administrators will solicit participation by teachers and other building staff in determining the budget requirements necessary to meet identified student needs, maintaining close contact with the business manager to make certain items are in the correct category and coded properly.
2. Principals will evaluate budget requests coming from their staffs to assure compatibility with district goals, curriculum goals, and fiscal guidelines.
3. After screening requests, principals will prepare and submit their building budgets to the superintendent.
4. The superintendent will have prepared a proposed budget and present it to the budget committee. He/She will see that members of the committee have detailed as well as summary information early enough for them to give adequate study before decisions are made.