

POLICY

2013 5110

Non-Instructional/
Business Operations

SUBJECT: BUDGET PLANNING

Budget planning for the District will be an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the school system. Budget planning will be a year-round process involving participation of District-level administrators, principals, directors, coordinators, teachers, and other personnel.

The Superintendent will have overall responsibility for budget preparation, including the construction of and adherence to a budget calendar. Program managers will develop and submit budget requests for their particular areas of responsibility after seeking the advice and suggestions of staff members.

The Board will give consideration to budget requests, and will review allocations for fairness and for their consistency with the school system's educational priorities.

State Education Department Handbook No. 3 on Budget
Historical Note: Amended 4/12/94

Adopted 6/8/10
Amended 5/14/13
Reviewed 1/25/16