

POLICY

1986
Reviewed 11/01/06

5100

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, other personnel and citizens of the school district.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar.

Principals will develop and submit budget requests for their particular schools after seeking the advice and suggestions of staff members. Each school's budget request will reflect the principal's judgment as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school. Program budgets and school budgets will reflect state and/or federal requirements, special sources of funding, and district objectives.

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.