

BUDGET PLANNING, PREPARATION AND SCHEDULES

Budget planning shall be based as much as possible upon policies adopted by the Board of Education pertaining to staffing and the allocation of funds for specific needs and programs. Building administrators and department heads shall submit their budget requests and justification to the appropriate district office administrators in accordance with time lines established annually by the Financial Services Department.

The superintendent or his designee shall make a compilation of budget requests and convert district policies for staffing and other allocations to actual dollar costs. The Superintendent or his designee also shall compute the resources available.

Budget priorities recommended by the District Accountability Advisory Committee shall be considered as part of this process.

Procedures shall be in place to insure that schools participating in the Title I program have an instructional materials and supplies budget comparable to non-Title I schools, as required by federal guidelines.

Each year the superintendent shall cause to be prepared a budget preparation calendar, which shall insure that all deadlines established by law for budget presentation, hearings and adoption and for certification of amounts to be raised by school tax levies are met by the school district.

Adopted prior to 1985

Revised June 15, 1987

Revised to conform with practice: date of manual adoption

Revised November 4, 1992

Revised January 15, 2003

Cross ref: AE-R, Accountability / Commitment to Accomplishment
 CGD, State and Federal Programs Administration
 DBG, Budget Adoption
 IHBC, Programs for At-Risk/Disadvantaged Students

Legal ref: P.L. 100-297, Section 1018