

## **BUDGET PLANNING, PREPARATION AND SCHEDULES**

Budget planning for the school department shall be an integral part of program planning so that the annual operating budget may effectively express and implement all programs of the school system. Budget planning shall be a year-round process involving broad participation by administrators, supervisors, teachers, and other personnel throughout the school system.

The superintendent shall have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar. School administrators shall develop and submit budget requests for their particular schools after seeking the advice and suggestions of staff members and the community they serve.

The budget request shall reflect the administrator's/supervisor's judgment as to the most effective way to use resources in achieving progress toward educational objectives of the school.

Cross Reference: ADA - School District Goals And Objectives

First Reading: January 5, 2000

Second Reading and Adoption: March 1, 2000