

**BUDGET PREPARATION**

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, teachers, and other personnel.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar. Building principals, working in conjunction with teachers and staff members, will develop and submit budget requests for their particular areas of responsibility.

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.

First Reading and Revision: February 13, 1995

Second Reading and Adoption: February 27, 1995