



BUDGET PREPARATION

The fiscal year of the District is July 1st to June 30th. Budget planning begins many months before the beginning of the fiscal year.

At the beginning of each calendar year, the District Administrator shall present to the Board a budget calendar establishing deadlines for teacher and staff input, review by the finance committee, review by the full Board, public input opportunities, budget adoption, and tax levy certification.

The budget shall be broken down by fund and school level (elementary, middle, high, and District) and department to assist the Board, the public and District employees in providing input and to understanding the budget.

Starting in January and continuing through March, the District Administrator shall solicit ideas from District employees for potential budget reductions, efficiencies and to determine priorities. In an effort to formulate the most effective budget, each employee will be given the opportunity to identify needs and cost savings. The District Administrator and building principals shall analyze staff requests for budget changes. The District Administrator is charged with identifying all sources of income including new revenue sources.

Beginning in April, the District Administrator shall prioritize the needs for budget increases and decreases in each of the funds and school levels. The District Administrator shall work with the Board finance committee to develop a preliminary budget plan.

At the Board meeting in May, the District Administrator shall present the preliminary budget plan. The preliminary budget plan shall be available for public inspection prior to this meeting. In a separate report, the District Administrator must identify any increase or decrease from the previous year for each fund and school level, including a reason for and the amount of the change.

Adopted: March 2012