

E.C.S.D. ADMINISTRATIVE REGULATION

BUDGET PREPARATION

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, Building Principals will solicit participation by Teachers and other building staff in determining the budget requirements necessary to meet identified student needs;
2. Building Principals will evaluate proposed staff budget requests to ensure compatibility with district goals, curriculum goals and fiscal guidelines;
3. After screening requests, Principals will submit their proposed building budgets to the Finance Officer for discussion and possible modification before presentation to the Board;
4. The Superintendent will work with the Finance Officer and other supervisory staff to develop proposed budgets for the various administrative units of the district;
5. The Superintendent, with the assistance of the Finance Officer, will compile the proposed budget and will present it to the Board. He/She will see that Board Members have detailed as well as summary information early enough to allow time for adequate study before decisions are made.

ADOPTED: 04/12/2011

REVISED: 01/08/19