

Lebanon Community Schools

Code: **DBE-AR**
Revised/Reviewed: 8/5/02; 5/6/10
Orig. Code(s): DBE-AR

Budget Preparation

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, administrators will solicit participation by teachers and other staff in determining the budget requirements necessary to meet identified student needs;
2. Principals will evaluate proposed staff budget requests to assure compatibility with district goals, curriculum goals and fiscal guidelines;
3. The superintendent will work with the management team and other supervisory staff to develop the proposed budgets; for the various administrative units of the district;
4. The superintendent will compile the proposed budget and will present it to the budget committee. He/She will see that committee members have detailed as well as summary information early enough to allow time for adequate study before decisions are made.