

DBC—Budget Planning, Preparation, and Schedules

Deadline Requirement

Each school year the Administrator shall set a date to prepare and disseminate a budget preparation schedule to accomplish all required budgetary actions for the following school year. This schedule will, as a minimum, provide specific dates for the accomplishment of all state-mandated actions. Further, it shall be prepared in a timely fashion in order to allow the Administrator to present it to the Board of Directors with adequate time for receiving public input, review, and adoption prior to July 1 of every year.

Preparation

The Administrator shall involve staff and other possible members of the school community in the preparation of the budget, to review all funding requests and purposes as to their efficacy in achieving the vision, mission, and goals of the Board of Directors. This group shall approve the tentative budget prior to its presentation to the Board of Directors in open meeting.

Schedules

The Business Manager will prepare a schedule of budget deadlines to facilitate efficient and effective planning and communication in the preparation of the budget. This schedule will cover all actions necessary to prepare the budget for the following school year.

The following items may be included in the recommended budget schedule:

- Date for preparing financial projections for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.
- Date for initial meeting on the budget with appropriate staff members.
- Date(s) for student membership and attendance reports.
- Date(s) for estimates on the maintenance and operations and capital budgets.
- Date for completion of employee compensation consideration(s).
- Date for notice of budget hearing to be published.
- Date for publication of proposed budget.