

Code: DBC

## **BUDGET PLANNING AND PREPARATION**

Budget planning and preparation in Platte County School District #2 will be an integral part of program planning so that the annual operating budget may effectively express and implement all programs and activities of the school system. Budget planning and preparation will be a year-round process involving broad participation considering the needs of educational programs, personnel, facilities and other projects as they arise.

The business/finance manager will have responsibility for budget preparation, including the construction of, and adherence to, a budget calendar. Principals will develop and submit budget requests for their school after seeking advice and suggestions of staff members.

The budget request will reflect the principal's judgment as to the most effective way to use resources in achieving progress toward educational objectives of the school.

The Board will give careful consideration to budget requests, review allocations for fairness and for their consistency with educational priorities of the school system.

Adoption Date: 11/12/84

Revised: 11/08/99

Revised: 08/09/10

Revised: 03/13/17