

## BUDGET PLANNING & PREPARATION

In order to facilitate budget preparation for the district, the following guidelines will be utilized by:

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|-------------------------|---|
| January-February:       | Business manager will distribute requisition forms and directions.                                  |
| February-March:         | Budget requests will be received by principals and special services director from staff.            |
| March-April:            | Budget requests will be received by business manager from principals and special services director. |
| on or before<br>May 15: | Preliminary budget must be presented to the Board.  |
| Second Wed.<br>in July  | Proposed budget will be published in newspaper.   |
| Third Wed.<br>in July   | Public hearing on the proposed budget.  |
| Third Wed.<br>in July   | Budget officially adopted.  |

Approved: 8/9/10