

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: DBC

BUDGET PLANNING AND PREPARATION

Budget planning and preparation in this district 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. Administrators and district supervisors will develop and submit budget requests for their school after seeking advice and suggestions of staff members. The budget request will reflect the administrator's and district supervisor'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 all budget requests.

Adopted: 1/20/98
Revised: 1/16/01
Revised: 6/16/09
Revised: 2/21/2017