

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

**CODE: DBC-R**

**BUDGET PLANNING AND PREPARATION**

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

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

Adopted: 1/20/98