

ADMINISTRATIVE REGULATION

APPROVED: December 12, 2017

REVISED:

# CENTENNIAL SCHOOL DISTRICT

## 603-AR-0. BUDGET PREPARATION

Budget preparation by the District's administrators will include the following steps:

1. Building principals will solicit participation by teachers and other building staff when determining the school's budgetary requirements necessary to meet identified educational and operational needs.
2. Building principals will evaluate proposed budget requests from staff and will develop a proposed budget that assures compatibility with District goals, curriculum requirements and fiscal guidelines.
3. Building principals will submit proposed building budgets to the Superintendent and/or Chief Financial Officer for discussion and possible modification.
4. The Chief Financial Officer will submit required documents to the Superintendent.
5. The Superintendent and Chief Financial Officer will work with the administration to develop a proposed budget that meets the District's needs and recognizes fiscal limitations.
6. The Superintendent and Chief Financial Officer will compile a proposed budget, detailed and summary information and supporting documents.
7. The Superintendent and Chief Financial Officer will present the proposed budget and related documents to the Finance Committee and will ensure that committee members have the information they need and adequate time to study the proposed budget.
8. The Finance Committee will report to the Board on the progress of the budget process and will consult with the entire Board for recommendations for modifications.