MEMO

**To:** All Employees

**Cc:** Mr. Curlee

**From:** LaTasha Straughter, CFO

**Date:** January 5, 2017

**Re:** 2017-2018 Budget Process

Attached you will find all forms necessary for submission of your 2017-2018 budget request. I will be available to meet with anyone that would like to review the budget process. Just call me and we will set up a time. In addition, at any time, please call with any budget questions you may have as your school or department budget develops.

All budget requests should be submitted based on needs. Budget requests should include instructional supplies based on each grade level, dues and fees, travel, books and periodicals (Library Use Only), and technical services. User input will develop the budget request based on justified needs. No amount will be included in the budget that is not backed up by a justified need. Maintenance requests should be forwarded to the Director of Operations and Classroom Textbooks requests should be forwarded to the Executive Director of Academics and Planning.

Principals, please have available your activity funds request.

If you have any questions regarding any of the above mentioned items or any other budget questions, please do not hesitate to call me.

Thank you for your cooperation and support of this very important process.