

<b>VALLEY CITY PUBLIC SCHOOL DISTRICT #2</b>  <b>VALLEY CITY, NORTH DAKOTA 58072</b>  <b>BUDGET PLANNING, PREPERATION, &amp; ADOTION</b>	<b>Descriptor Code</b> <b>HAA</b>	<b>1<sup>st</sup> Reading</b> <b>5/16/18</b>
	<b>Adopted</b> <b>5/16/18</b>	<b>Revised/<del>Rescinded</del></b>

## **BUDGET PLANNING, PREPARATION, & ADOPTION**

The budget shall be based upon the needs of the District and the reasonable financial ability of the community to support its schools. In formulating the budget, all expenditure items shall be considered in their relationship to the total school program, including short and long term goals of district schools.

The Superintendent shall determine the manner in which the annual district budget is to be compiled, issue instructions to staff, and establish a time schedule for preparation of the budget to be known as the "budget calendar." This calendar shall assure that all deadlines established by law for adoption and for certification of amounts to be raised by school tax levies are met by the District.

In establishing the calendar, the Superintendent shall ensure the timely input of building principals and other administrative staff directly concerned with budget requests, as well as providing adequate time for community response at public meetings of the Board. The Superintendent may develop regulations containing a procedure for administrators to submit budget proposals and requests to the Superintendent for consideration as part of the planning process.

To facilitate the preparation of the budget, the Board may give direction to the administration concerning the projected mill levy. The Superintendent shall prepare and submit to the Board the proposed allotments of personnel prior to the adoption of the tentative budget.

### **Adoption**

Various budget proposals may be brought to the Board for tentative approval prior to the completion of the budget. The final budget adoption shall be dependent on revenue projections.

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### **Complementing**

- BCBA, Public Participation at Board Meetings