

SCHOOL DISTRICT OF MAYVILLE

620-Rule

BUDGET PREPARATION AND ADOPTION PROCEDURES

The District will adhere to the following general procedures in budget preparation and presentation:

1. School staff members shall prepare classroom budget request forms and submit them as directed by the building principal.
2. The Business Office shall prepare the budget requests in specific areas of the planned budget that affect the operation and maintenance of school sites and plants, school transportation and food service program operations.
3. The administrators shall review and analyze all budget requests for inclusion in the District's educational plan and operating budget.
4. The proposed annual operating budget for the District shall be prepared and calculated through the Business Office and the Office of the District Administrator.
5. The proposed annual operating budget shall be presented to the Board of Education for analysis, revision and tentative approval prior to the annual budget hearing and meeting.
6. The District's annual budget hearing shall be held on the same date as the District's annual meeting. Notice of the budget hearing and a budget summary shall be published in the District's official newspaper at least 10 days prior to the time of the public budget hearing. The budget summary shall be prepared for publication by the District Administrator.
7. The Board shall adopt the annual operating budget at a Board meeting held after the budget hearing and on or before November 1.

CROSS REF.: 175, Annual Meeting/Budget Meetings

APPROVED: June 21, 1971
 ADOPTED: July 21, 1971
 REVIEWED: October 5, 1981
 REVISED: October 20, 1975; August 25, 1977; November 6, 2000

Signatures of School Board Members:

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