

620 Rule BUDGET PLANNING PROCEDURES

1. Employees in the school district will be asked to participate in the development of the annual school budget by submitting, through their principal, requests and suggestions for items to be included in the annual budget.
 - a. Budget participation by the teachers is not only looked on as a right but an obligation to make those suggestions and requests for materials, supplies, equipment, and services which can be accommodated within the limits of the budget which will most improve the instructional program of the school district.
 - b. During the school year, teachers will be alerted to the time when it is appropriate to make budget requests for their department, school, or for the district for the ensuing fiscal year.
 - c. Budget request items must be submitted in writing to the principal.
 - d. If a teacher is still interested in obtaining an item, which was not included in the previous year's budget, the item should be resubmitted for the following fiscal year.
2. Ordinarily, school budget request items will be assigned priorities by the building principal so that decisions can be made as to which items are to be included as the limits of the budget are reached. However, in schools containing departments, the department chairman will submit his/her priorities to the building principal.
3. Some departments will be allowed to have budgeted flat amounts, which are included in the budget. This does not constitute authority for that particular department to spend up to that amount, rather, it is an estimate of costs which the department chair or building principal feels will meet the day to day needs of that department. Each purchase to be accounted for in the unitemized budget must still be approved individually for purchase on the basis of need and, in like fashion, if the budgeted flat amount will be made to amend other sections of the budget to accommodate the purchase of needed items.
4. It is not a requirement that all budgeted monies need to be spent.

APPROVED: November 11, 1974

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September 9, 2024 – *Reviewed, no change*