

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

2.2

Effective Date: January 19, 2018

Revised Date:

Section: Fiscal Management

Subject: Annual Operating Budget Preparation

Related Policy: 2.200 Annual Operating Budget

I. DEFINITIONS

II. PROCEDURES

- Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.
- The director of schools will meet periodically with the budget committee of the Board of Education.
- During budget preparations, the director will meet with supervisors and principals to discuss budget requests.
- The director shall develop a budget preparation calendar to be used as a guide for coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

III. ATTACHMENTS

Signature on File

Jacob Sorrells, Director of Schools