

BUDGET PLANNING AND PREPARATION PROCEDURES

In order to facilitate budget preparation for the district, the following time line will be utilized:

February 15: The Business manager will distribute budget forms and directions.

March 15: Budget requests will be received by principals and directors from building and district staff.

April 15: Budget requests will be received by the Business Manager from principals and directors.

On or before May 15: The preliminary budget must be presented to the Board of Trustees.

Second Wednesday in July: The proposed budget will be published in the newspaper.

No Later than the Third Wednesday in July: A public hearing on the proposed budget will be held.

Within twenty four (24) hours of the conclusion of the public hearing on the District's budget, the school board shall by resolution make the necessary appropriations and adopt the budget which, subject to future amendment, shall be in effect for the fiscal year.

Legal ref:
W.S. 16-4-109; 16-4-111

Adoption Date: June 11, 2007
Revised: March 9, 2015