

Budget Preparation

DBD-R

In order to facilitate budget preparation for the district, the following timeline will be utilized.

December 31	Budget estimate forms and instructions are distributed to each school and department.
January 1 – February 15	School and departments prepare estimates of revenues and expenditures for budget. Completed budget estimates are submitted to the business manager.
February 16 – May 14	Superintendent, business manager and principals conduct budget reviews. Final determinations of the amounts to be recommended to the Board of Trustees are done. The proposed budget and the superintendent's budget message are prepared and reproduced.
May 15	Budget document and budget message are presented to the Board of Trustees.
May 16 - June 1	Board of Trustees makes final determination of changes in budget.
2nd Wed. in July	Proposed budget will be published in local newspapers.
3rd Wed. in July	Public budget hearings 8:00 P.M. Budget adoption. Adopted budget is recorded in the accounting records.

LEGAL REFERENCE: Uniform Municipal/Fiscal Procedures Act W.S. 16-4-102 et seq

ADOPTED: May 15, 1997