



## **Financial Management – Series 7000**

### **Budget and Program Planning – 7110P**

#### **1. Initiation Stage**

Anyone can initiate a revised program, innovative approach, or suggest dropping an existing program. Before time and energy are devoted to the development of these ideas, management consideration should be given in order to provide guidance for further development and refinement. These ideas can emerge at any time during the year, but should be channeled to the Superintendent's office in early fall to be considered for the next budget year.

#### **2. Program Development Stage**

After receiving administrative approval, a program plan should be prepared in more detail during the fall and winter in order to be considered along with other budget requests in the spring of each year.

#### **3. Budget Planning and Allocation Stage**

All programs must be examined annually in order to determine the appropriate priorities within the district's annual budget. The budget planning and allocation stage involves establishing major policy directions as well as conducting detailed analytical work relating to program evaluation and budgetary projections. This stage should commence in the early spring of each year with a definite statement of district goals, policies, and priorities together with budget preparation timetables and procedures. Budget information prepared by administrative staff should include, but not be limited to, analytical forms and work sheets, enrollment projections, staffing formula, unit cost and comparison data, and effectiveness measurements. The Board of Directors may solicit the assistance of staff, citizens and students in budget planning. Citizens and Board members may assist in budget preparation by providing policy guidance during the spring, reviewing the first draft budget prepared in July of each year, and participating in the budget hearing held in August of each year. The process must proceed expeditiously in order to meet the deadlines for the acquisition of materials and equipment and timetables which are provided by law for the preparation of the budget.

#### **4. Evaluation Stage**

All programs should be evaluated annually in order to properly determine their priority in the budget and to assess their success in accomplishing stated objectives. Evaluation procedures and instruments should be developed which are consistent with State Board of Education regulations, and which are integral to the planning and budgeting cycle.