

OPERATIONAL SERVICES

BUDGET – Involvement of Personnel

An effort shall be made to share the preparation and administration of the budget with appropriate personnel and particularly with those administrators who have been assigned the administration of one or more budget accounts by the Regional Superintendent. It shall be the responsibility of each such administrator to solicit suggestions, requests, and requisitions from appropriate personnel and to discuss with them the adopted budget and its administration.

The budget calendar shall indicate the various staff responsibilities for budget preparation. All staff members shall be expected to meet the established target dates for budget preparation.

Approved: 07/01/01