

**PATTONVILLE SCHOOL DISTRICT**

**EPS Code: DBD**

**District: B403**

### **BUDGET PLANNING**

The superintendent shall be designated by the Board to serve as the budget officer of the District. As budget officer, the superintendent will direct the planning and preparation of the budget and submit it to the Board for approval.

Planning and preparation of the budget is a continuing process. It must involve a number of people who have knowledge of the educational needs of the community and can provide accurate data in regard to the financial potential of the District. Members of the Board, citizens, students, teachers, and members of the administrative staff should be involved in the planning process which culminates in the preparation of the budget document. The superintendent will establish procedures to confer with the appropriate people on budgetary needs, as well as the consideration of the priorities established by the Board.

In assuming responsibility for budget preparations the superintendent will observe the guidelines on budget preparations as cited in statutes, as well as regulations issued by the Department of Elementary and Secondary Education.

Adopted: June 30, 1981  
Reviewed: March 7, 2000

Legal Refs.: §67.010-.110, RSMo. 1999