

Seaside School District 10

Code: **DBE**
Adopted: 7/26/07

Budget Preparation

The budget procedures followed in this District are as follows:

1. The administrative team of the District will examine the curriculum needs of the District, the staff needs, facility needs, maintenance needs and operation needs. Each building will originate requisitions or work orders or staff pattern requests in order to meet the goals and objectives set forth by the Board. These requests will be placed in a priority order and be turned in to the superintendent for review. The purpose of the superintendent's review is as follows:
 - a. To determine the validity of requests;
 - b. To eliminate duplication of items;
 - c. To restrain expansion to what is practicable;
 - d. To discontinue expenditures that are no longer justified;
 - e. To include essential needs for the entire school system.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 328.542 - 328.565](#)

Program Budgeting and Accounting Manual, Oregon Department of Education (2000).
Local Budgeting Manual, Oregon Department of Revenue (1999).

Cross Reference(s):

DBD - Budget Priorities

DBEA - Budget Committee