

Series 2000 - Finance and Facility Management

Section 2100 - Budget

Policy 2101 - Budget Preparation Procedures

The purpose of this policy is to establish procedures to receive information for the preparation of the preliminary operating budget.

- 2101.1 The superintendent or his/her designee shall prepare the preliminary operating budget in the form prescribed by the West Virginia Department of Education for local board adoption.
- 2101.2 The superintendent shall seek input from members of the board, the administrative staff, other administrators, teachers, service personnel and the public.
- 2101.3 Budget requests must be submitted in writing to the Superintendent or his/her designee for consideration prior to the adoption of the preliminary budget.

Approved by Harrison County Board of Education

Effective Date: May 21, 2001