

**ADMINISTRATIVE  
DIRECTIVE**

<b>Administrative Directive Title:</b> <b>Budget Preparation</b>	<b>AD Number:</b> <b>2.200.1</b>	<b>Adopted:</b> November 2024
<b>Policy References:</b> <a href="#">Board Policy 2.200</a> – Annual Operating Budget	<b>Revised:</b>	

1 **Budget Preparation Calendar**

2 The following timeline will be used as a guide for coordinating the budgetary activities of  
3 the school system, collecting budget data, and budget decision-making. All dates proposed are  
4 subject to change until the finalized calendar is adopted by the Director of Schools and the Board  
5 Chair. The Budget Preparation Calendar shall be finalized no later than January 1st of each year  
6 and approved by the Director of Schools and the Board Chair.

<b>Date</b>	<b>Action</b>
By November 30 <sup>th</sup>	All department heads and principals will receive budget preparation calendar, budget request forms, and facility needs assessment forms
By December 31 <sup>st</sup>	Completed facility needs assessment forms and budget request forms due to Finance Director’s Office
By March 31 <sup>st</sup>	Information received from departments/principals is reviewed and compiled; initial revenue projections are calculated; proposed budget document is prepared
April	Proposed budget document is presented to Board for approval
By May 15 <sup>th</sup>	Budget document is submitted to the Murfreesboro City Manager

7 **Staff Involvement**

8 Each year, a copy of the Budget Preparation Calendar shall be provided to all department heads  
9 and principals by December 1<sup>st</sup> with instructions to provide copies to all other staff as deemed  
10 appropriate. The Budget Preparation Calendar shall include a deadline of at least one month prior  
11 to the deadline of completing the proposed budget for staff to submit recommendations. When  
12 submitting recommendations, the following information shall be included:

- 13 1. Purpose of the recommendation and the intended recipient;  
14 2. Amount to be allocated;  
15 3. Data supporting the amount requested, if applicable; and  
16 4. Description of how the recommendation will benefit students.

17 *Consideration of Staff Recommendations*

18 All recommendations from staff will be reviewed by the Finance Manager. Recommendations will  
19 be considered and prioritized by senior district leadership. Prioritized recommendations will be  
20 considered when developing the proposed budget and will be attached when submitting it to the  
21 Board. The Board will be informed of prioritized recommendations during budget meetings.