

**SCHOOL BASED DECISION MAKING**  
**Policy Format**

**School:** duPont Manual High School

**Subject of Policy:** Budget and Spending

*Policy Statement*

Department Chairs, Principal, and parent representative(s) will serve on the Budget Committee. Department chairs will meet with their members to determine budgeting needs. Departmental requests should contain sufficient information so that the Budget Committee understands what resources are requested, why they are needed, and an accurate projection of costs. Requests should address Vision/KCCT goals and objectives, and reflect Manual's mission of student success.

The Budget Committee will convene to initiate the distribution of the site-based budget. The Principal will give instructions in site-based budgeting to the Budget Committee. The committee will continue with meetings until a final site-based budget is completed. The final budget will be presented to the SBDM Council prior to the JCPS budget completion deadline. Since Council must approve the budget, there should be sufficient time for committee revisions. The final budget will be entered in the JCPS computer using the Budget Distribution System.

Date of First Reading: \_\_\_\_\_

Date of Second Reading: \_\_\_\_\_

Date Adopted: Revised 11/4/14 \_\_\_\_\_

Signature: \_\_\_\_\_  
(SBDM Council Chairperson)