



Business Administrator
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To: Department Leaders
From: Kristopher Williamson, Business Administrator
Date: Wednesday, November 6, 2024
Subject: Budget Development Guidelines for 2025-26

For this upcoming budget cycle, I would like to provide an opportunity for staff to share in the budget planning process. I will be meeting with your building principals and will review my expectations for this year's budget process with them. Please do not hesitate to ask your principal or myself if you have any questions.

Enclosed you will find some forms to help you with the budget request process. I ask that you coordinate with the staff in your department to fill out these forms and submit them to your principal for approval. All initial budget requests will be due to the Business Office by 4pm on Monday, December 16, 2024. Please ensure that your principal receives your requests in a timely manner.

The following is a basic description of each form.

- [Department Leader Survey](#). This form is used to gather information about the financial needs of your department. Please be as thorough as possible as you answer these prompts. You can attach additional pages, as needed. Please use #4 of this survey to provide me with any additional budget needs, beyond those for which you already have budget codes.
- [Form B - Budget Requests](#). This form must be filled out for each budget code in your department. These should already be pre-filled with budget codes for your department. Please attach additional pages, as needed.
- [Form SME - Supplies/Materials and Equipment Requests](#). This form should be completed alongside the corresponding Form B to indicate details regarding the projected or anticipated expenses related to Supplies, Materials, or Equipment needs.
- [Form O - Other Categorical Requests](#). This form should be completed alongside the corresponding Form B to indicate details regarding the projected or anticipated expenses related to expenses not covered by Forms T or SME.

All forms are available for printing from the District Website on the Business Office Page. For any request that is not contained in a form above, please provide this in writing to your principal to be submitted for consideration.

I appreciate the time you will take to help make sure your department is heard. I cannot guarantee that all budget requests will be granted, but I will strive to meet as many requests as possible.