

## CONCEPT STATEMENT

The Budget Process in Pasadena ISD will be developed in such a way as to facilitate the development of a well-defined, well-planned budget that will:

- (A) Ensure *Campus/Program needs are met*
- (B) Ensure *Student needs are met*
- (C) Ensure *District/Campus goals are met*
- (D) Build *trust and foster teamwork between all constituent groups served*
- (E) Provide for *equitable and adequate funding of all schools/programs*
- (F) Be *easily understood*
- (G) Foster *community support*

So that:

Student achievement is improved and district-wide programs and facilities are enhanced in quality.

## EXECUTIVE SUMMARY

### **Special Requests**

Submit special requests for safety issues only to Associate Superintendent for consideration.

### **Facility Upgrade Requests**

Managers will be notified by August concerning approval of these requests.

**Payroll Costs**

Include costs for part-time personnel and clerical overtime. Extra help paid longer than six weeks must be approved by Associate Superintendent.

**Accessing New Year Budget**

Request budget requests through CFO for possible overages due to next year budget purchases required prior to September or current year overage.

**Budget Reviews**

Follow the link below to get the budget due dates for Departments and Campuses.

[https://cdnsms4.sharpschool.com/UserFiles/Servers/Server\\_80688/File/Departments/Business%20Office/Budget/Budget%20Calendar%202024.pdf](https://cdnsms4.sharpschool.com/UserFiles/Servers/Server_80688/File/Departments/Business%20Office/Budget/Budget%20Calendar%202024.pdf)