

SCHOOL BUDGET PLANNING PROCEDURES

- 1.0 Preparation and Submission: The Superintendent, at least 120 days prior to the beginning of each fiscal year, will submit to the Board's Finance Committee a budget and an explanatory budget message.
- 2.0 The budget authority of the School Board will include the authorization to set line item appropriations for all offices, agencies and departments of the School.
- 3.0 This budget will contain:
 - 3.1. Exact statement of the financial condition of the schools.
 - 3.2. An itemized statement of appropriations recommended for current expenses and for permanent improvements with comparative statements in parallel columns of estimated expenditures for the current year and actual expenditures for the preceding fiscal year. An increase or decrease in any item will be indicated by dollar amount and percentage change.
 - 3.3. An itemized statement of estimated revenue from all sources, other than taxation and a statement of taxes required with comparative figures from current and preceding year.
 - 3.4. Such other information as may be requested by the School Board's Finance Committee.
- 4.0 The proposed budget prepared by the Superintendent, will be reviewed by the Board's Finance Committee which will, in committee, review, recommend and forward a total budget with or without amendments to the full Board within 90 days prior to the beginning of the fiscal year.
- 5.0 The Board will fix the time and place for holding a public hearing on such budget, and will give public notice of such hearing.
- 6.0 The Board will thereafter review the budget and adopt it with or without change no later than 70 days prior to the beginning of the fiscal year.
- 7.0 In the event the Board will fail to adopt the budget within said 30 day period, the budget as presented by Superintendent will automatically be presented as the educational budget, and forwarded to the Town Manager, for final consideration and approval of the Town Council.

8.0 Budget Summary: At the head of the budget, there will appear a summary of the budget, which need not be itemized, further than by principal sources of anticipated revenue, stating separately the amount to be raised by property tax, and will be itemized by departments and kinds of expenditures in such manner as to present to the taxpayers a simple and clear summary of the detailed estimates of the budget.

Legal-Reference Town Charter, Article 5, Section 501-508

Cross Reference: DBC – School Budget Planning

Adopted: October 16, 1980

Revised: September 5, 1985
 October 3, 2002