

Holbrook Public Schools

**BUDGET DEADLINES AND SCHEDULES**

The Holbrook School Committee wishes to cooperate with all town officials in the orderly and timely preparation of the annual budget. Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the annual town meeting held around the middle of May.

The School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

The budget will ordinarily be reviewed by the Superintendent and submitted to the School Committee 30 days prior to submission of the budget to the Select Board.

Whatever dates are assigned, the final date for the submission of the budget to the Select Board will be arranged cooperatively with the School Committee and finance committee.

The meetings of the School Committee to deliberate on the annual budget will be coordinated with the requirements of the Finance Committee.

The budget of the School Committee becomes effective on July 1, the beginning of the fiscal year.

Established by law and charter.

Source: MASC 2021  
Legal Refs.: M.G.L. 71:37 71:38N  
Town Charter (See local reference)

Adopted: September 5, 2007  
Amended: January 11, 2023