

## ANNUAL BUDGET

The annual operating budget is the financial and educational plan for the school district. It is the means by which the School Committee allocates resources for the educational program and support services each fiscal year. The fiscal year of the school department is July 1 through June 30. All budgetary time lines shall be in accordance with enabling legislation.

### BUDGET DEADLINES AND SCHEDULES

With modifications required by each budget year's changing needs, the schedule for preparing the budget will be approximately as follows:

September	The Director of Administration & Finance issues a schedule of budget dates for the coming school year; teachers make their budget requests to principals for the following year's budget.
October	Principals and Directors work on budget requests.
November to January	The Superintendent and Director of Administration & Finance develop a tentative budget from the request and other data.
By January 15	The Budget Subcommittee obtains the Administration's proposed budget to analyze and prepare recommendations to the full School Committee.
February	The School Committee considers the budget at a publicly held meeting. The budget is adopted by the School Committee.
Within 7 days of Adoption	Adopted budget posted in Bristol and Warren Town Halls.
Within 10 days of Adoption	Notice of the adopted budget should be published in a newspaper of general circulation.
By March 1	The Joint Finance Committee receives from the School Committee the School Department budget.
Within 30 days of Receipt	Budget approval by the Joint Finance Committee.
Within 10 days of Approval	Notice of the approved budget should be published in a newspaper of general circulation.

Within 14 days of Approval	Deadline for filing of petition of six hundred (600) district voters for School Committee to call a Regional District Financial Meeting.
Within 24 hours of Petition Receipt	School Committee submits petition to Boards of Canvassers for Bristol and Warren.
72 hours of Petition Submission	Boards of Canvassers verify petition has the necessary number (600) of valid signatures.
Within 10 days of Petition Verification	School Committee shall call a Regional District Financial Meeting.
By second Monday in May	Director of Administration & Finance notifies town treasurers of proportionate share.
By June 30	School Committee votes to approve preliminary budget.
By September 30	School Committee votes final, "balanced" budget.

Adopted: April 6, 1992  
Revised: May 29, 2018

CROSS REFS.:DB subcodes (all relate to the budget process) LEGAL REF: R.I.G.L. 91-7033, Ch. 330  
(Enabling Legislation)