Business

Budget Planning

As a preliminary part of the development of the budget, the Board of Trustees through the Finance Committee shall be guided by the strategic plan in relation to the present and future needs of the students and the sending communities. In an effort to make the budget a comprehensive reflection of the financial needs of the school system, representatives of the sending communities, certified and non-certified staff, and the administrative staff shall be involved in the budget process.

While the budget process may change, the typical budget development process for The Woodstock Academy will be:

1. The business office will distribute and collect budget request forms to administrators and department heads before the start of the second semester.
2. The head of school and other appropriate administrators will meet with each department head to discuss the individual budget requests.
3. The draft budget will be developed using the requests.
4. The Finance Committee will receive copies of the proposed budget. The committee will review, discuss, and determine whether the projected revenues and expenses in the budget are reasonable.
5. After the Finance Committee has endorsed the budget, it will be brought before the Board of Trustees for final review and approval.
6. Once the budget is approved, it will be sent to the fiscal authorities and boards of education of the sending communities.

The head of school or his/her designee will be available to meet and discuss the budget with the sending communities upon request.

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The Woodstock Academy
Woodstock, Connecticut