

BUDGET PLANNING PROCESS

Section D: Fiscal Management	File: DBD
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The major portion of income for the operation of the public schools is derived from local property taxes, and the School Committee must work within the fiscal constraints of projected revenues while understanding and protecting the valid interest of the taxpayers. However, the first priority in the development of an annual budget will be the educational welfare of the children in our schools.

Budget decisions reflect the attitude and philosophy of those charged with the responsibility for educational decision-making. Therefore, a sound budget development process must be established to ensure that the annual operating budget accurately reflects this school system's goals and objectives.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar. The purpose of the school budget development process is to estimate the funds required to operate the school department's educational and support programs for the coming fiscal year. This begins with the formulation and distribution of individual school and department budget materials, which are prepared and devised into the annual Superintendent's recommended budget.

The budget may incorporate the School Committee's budget guidelines with short and long-term goals. The budget is submitted to the School Committee, and through public meetings, the School Committee poses questions to school administration regarding priorities in instruction and administration, efficiency in operation and revenue and expense options. Additional compromises may be made to balance the needs of the schools and the need to control budget growth. Municipal departments may closely monitor the discussions to understand the issues and form the basis of their assessments of the final budget recommendations. After a public hearing, the superintendent's recommended budget is voted by the School Committee and submitted to the Mayor in accordance with the law.

Budget Hearing

The School Committee will hold an annual budget hearing. The annual budget hearing may be included as part of a regular School Committee meeting or held separately as a special meeting of the School Committee as determined by the School Committee. Notice of the budget hearing, including date, time and place, as well as the places where copies of the budget will be available for examination by interested citizens, will be publicized at least 7 days in advance through regular publicity channels, including the local newspaper of record and district websites.

References:

Source: MASC, City Charter

Version Control

Action	Date
First Reading	1/3/2017
Second Reading	2/6/2017
Adopted	2/6/2017