

# BUDGET DEADLINES AND SCHEDULES

<b>Section D: Fiscal Management</b>	<b>File: DBC</b>
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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 school budget, as adopted by the School Committee shall be submitted to the Mayor at least 10 days before the submission of the proposed operating budget to the City Council. The Mayor shall notify the School Committee of the date by which the proposed budget of the School Committee shall be submitted to the Mayor. The Mayor and the Superintendent of Schools shall coordinate the dates and times of the School Committee's budget process under the General Laws, the City Charter and the City's Fiscal Policies and Procedures.

### The School Budget Process

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 year. Budget development begins with the formulation and distribution of individual school and department budget preparation materials and the synthesis of these into the annual Superintendent's Recommended Budget.

The School Committee and Administration engage in an annual strategic planning process that begins in June of each year. The Budget Plan is a three-year strategy encompassing every facet of school administration. The annual Superintendent's Goals prioritize the elements of this strategy to be addressed during the coming year. A review of the district's Strategic Plan and the Superintendent's Goals reveals achievements to date, ongoing priorities, and goals yet to be initiated. The Superintendent works with the Leadership Team, Curriculum Leaders and Faculty to update both documents for the coming year. In October, the School Committee approves these plans that are essential to inform the development of the School budget.

SOURCE: MASC/ City Charter

LEGAL REFS.: M.G.L. [71:38N](#)

City of Newburyport Charter Article 6 section 3

### Version Control

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