

## **ANNUAL BUDGET**

The Board recognizes that financial resources and the proper management of same are fundamental to the support of school programs and operations.

The Board will prepare, approve and forward to the Town Council an annual operating budget in accordance with applicable provisions Charter of the Town of Scarborough and of Maine laws.

The annual budget will be for a 12-month period covering the fiscal year July 1 through June 30.

The Board expects the Superintendent to develop a process for staff input in the initial stages of budget planning as it affects the instructional program, school activities and the operations of the schools.

The Superintendent will, at least 120 days prior to the beginning of each fiscal year, submit to the Finance Committee of the Board a proposed budget and an explanatory budget message.

The proposed budget will be prepared in such format as may be required the Town Charter and Maine law.

The Finance Committee of the Board will review the Superintendent's proposed budget and recommend and forward the budget (with or without amendments) to the full Board at least 90 days prior to the beginning of the fiscal year.

Upon receipt of the budget, the Board will set the date, time and place for a public hearing on the proposed budget.

The Board will thereafter review the budget, adopt it with or without change and , no later than 70 days prior to the beginning of the fiscal year, submit it to the Town Council for its approval.

While the School Department is required to budget only for the next fiscal year, the Board believes that long-range planning is essential to sound management of school system finances and encourages the Superintendent to assess the School Department's needs and make recommendations to the Board in anticipation of future budgets.

Legal Reference:       20-A MRSA §§ 2307; 14821487; 1305(C); 1485(3)  
                                  Charter of the Town of Scarborough §§ 405; 501-506

Adopted:            October 16, 1980 (DB)

Revised:            October 3, 2002 (DB)  
                                  May 2, 2013