

## **BUDGET DEVELOPMENT PROCEDURES**

### **Fall**

- Combined School Board/Town Council and/or Subcommittee meeting

### November

- School/District Administrators develop Original Request Budgets
- Development of Budget Schedule

### December (third week)

- Original Request Budgets submitted to School Business Manager

### December- January

- January School Business Manager assembles Original Request Budgets

### **Winter**

#### January

- School Board adopts School Board Budget Goals
- Budget updates begin after every meeting, posted on District Budget Page
- Superintendent and School Business Manager meet individually with District and School Administrators to review Original Request Budgets as presented in standardized format:
  - Projected Student Enrollment
  - Staffing Numbers
  - Class sizes: present and projected
  - New program/position evaluation
  - New programs/position request
  - Facilities/Maintenance needs

#### January

- School Board Workshop
- Original Request budgets are presented to the School Board by Administrators
- School board members develop questions based on presentations

#### January-February

- Original request budgets are adjusted based on conversations
- Town Council/School Board Budget Subcommittee meets to present updates on budget development process

February

- Questions are submitted to School Board Finance Chair
- Questions are distributed to School Administrators and Department Heads
- Answers to questions are presented to School Board
- District receives notification (ED279) regarding state subsidy
- School Board Budget Workshops

**Spring**

March

- Town Council/School Board Budget Subcommittee meet to present updates on budget development process
- District receives ceiling for health insurance increases/adjustments made in proposed budget
- Budget conversations continue in Budget Workshops
  - Budget increases
  - Health insurance increases
  - Explanation of ED279
  - Enrollment and Staffing Analysis

April

- District receives notification of insurance increases, /adjustments are made in proposed budget
- School Board approves school budget
- School Board provides Budget Books to Town Council Members
- School Board presents approved school budget to Town Council for approval

June

- Public Referendum

Adopted: February 9, 2021