

NEW SHOREHAM SCHOOL DISTRICT
BLOCK ISLAND SCHOOL

The New Shoreham School Committee directs the Superintendent to prepare and implement a budget development schedule that will enable the School Committee to fulfill any budget submission requirements.

The annual budget shall be arrived at according to the following procedures:

- A. The budget shall be prepared for the ensuing school year in the format authorized by the Commissioner of Education. It shall show:
 1. Background data and justification for each line item, including inventory,
 2. The amounts of money necessary to be appropriate by line item for the ensuing year,
 3. The amounts appropriated for each line item for the current year,
 4. The anticipated revenues intended to be used for each item for the current year,
 5. The amount of surplus available at the beginning of the current year,
 6. The amounts of State and Federal aid appropriated to the district for the ensuing year.
- B. The Superintendent shall submit a tentative budget to the School Committee as per the schedule adopted for that year.
- C. The School Committee shall prepare the budget as per the schedule adopted for that year.
- D. The School Committee directs the Superintendent to submit, on behalf of the School Committee, the proposed budget and related information required by law to the Town Manager.
- E. If the voters of the town amend the School Department budget, the School Committee shall meet as often as necessary to adopt a budget as prescribed by law.

Budget Preparation Calendar

December: Correlation and preparation of budgetary requests by administrators for School Committee approval (including supporting documentation).

January/February: Administrative and School Committee review of all budget accounts, determination of staff and programs.

March (first Monday): Estimates of proposed expenditures and capital requests submitted to the Town Manager.

April: Town Council approval of budget and public hearing thereon.

May: Financial Town Meeting

May/June: Dissemination and explanation of school budgetary allocations. Commence processing of purchase requisitions, bidding and specification drafting, budget adjustment, if necessary.

Policy Adopted: 7/17/00

New Shoreham School District, Block Island School