

## **BUDGET - POLICY, GUIDELINES AND PROCEDURES**

This policy defines the role and responsibility of the School Committee relative to Marshfield Public Schools budget.

The School Committee will:

- review and update budget policy as needed.
- review, amend, and approve the annual requested school budget.
- annually review and prioritize a 5-year financial plan.
- approve all contracts for goods and services in accordance with Massachusetts General Laws, town procedures, and audit recommendations in compliance with town requirements that all contracts in accordance with Policy DJE be on town standard contract documents for procurement of goods and services and that- such contracts be executed by the School Committee.
- approve school expenditure warrants weekly in accordance with established School Committee procedures.
- ensure that the Superintendent of Schools responds to and works with the School Committee, the Town Administrator, the Board of Selectmen, the Town Accountant, the Advisory Board and all commissions and personnel as related to any budget issues.

The Superintendent of Schools will:

- be present for all budget related presentations, meetings, and hearings as required or requested by the School Committee.
- present to the School Committee an administrative budget proposal for each fiscal year. The proposed budget will be developed based on School Committee goals set forth prior to budget development by the administration. The proposal shall be comprehensive and shall contain detailed back-up material satisfactory to the Committee.
- the administrator's capital budget proposal will be presented to the School Committee and forwarded to the town Capital Budget Committee on or before the first week in November which is about one month prior to submission to the town Capital Budget Committee as established by the Town Charter Capital Budget Bylaws.
- in mid-October, the administration will request from the School Committee guidance on budgetary growth, if any, prior to development of administration's proposed budget.

- the operating budget will be presented to the School Committee prior to the January Public Budget Hearing.
- manage the approved budget on a day-to-day basis
- provide to the School Committee a monthly budget status report in a form acceptable to the School Committee
- Superintendent of Schools creates new positions and/or programs with School Committee approval
- provide end of the year financial report and budget close out for approval.

Individual School Committee Members will:

- be encouraged to direct any and all individual budgetary questions or concerns to the Superintendent at any time.