

ANNUAL BUDGET

The Superintendent of Schools and his/her administrative staff will assume responsibility for preparing the annual school budget for presentation and review by the Board of Education. The Board of Education expects the Superintendent to work closely with the administrators in their respective areas in studying the needs of the schools and in compiling a budget to meet those needs. The administrators are expected to confer with teachers in getting budgetary requests and information on requirements. After a proposed budget has been developed for each school it will be submitted to the Superintendent. The Superintendent in consort with staff will coordinate the requests and present a budget recommendation to the Board of Education for review and approval. State law and the Town Charter establish the deadlines, schedules, and procedures for the preparation and submission of the budget to the Board of Finance.

Proposed: 8/11/87

Adopted: 9/8/87

Revised: 10/12/05

Revised: 10/09/13