

### **Annual Budget Adoption Procedure**

The Board shall provide for the adoption of an annual district budget for the fiscal year July 1st to June 30th in accordance with applicable statutes, policies and regulations. This policy provides a broad overview of the budget adoption process and is not intended to be an exhaustive description of each step in the budget process.

It is the policy of the Board to encourage employee and public participation in the budget-making process and opportunities shall be provided at appropriate points in the process.

- A. The Superintendent shall establish the schedule for the annual budget process each year, in consultation with the Business Manager, the Finance Committee and other school administrators;
- B. The Superintendent and Business Manager are responsible for gathering data necessary for the preparation of the annual budget. They shall provide such budget information and supporting documentation as the Board and/or Budget Committee may request for their budget considerations and decisions;
- C. Building and cost center administrators shall complete budget requests in consultation with staff and in the format specified by the Superintendent;
- D. The Superintendent and Business Manager shall develop a draft annual budget, using the budget requests as a resource (the Superintendent's proposed budget). The Superintendent's proposed budget shall be prepared for presentation in a format consistent with Maine law;
- E. By the Board's last meeting in March, the Superintendent shall present the Superintendent's proposed budget to the Budget Committee;
- F. Following the submittal and referral of the Superintendent's proposed budget, the Board shall hold at least one public hearing on the proposed budget. The Board shall review the Superintendent's proposed budget, hold workshops and recommend adjustments as necessary;
- G. Not later than the last Thursday in April (i.e., by the last Board meeting before that date), the Board shall approve an annual budget and submit it to the voters for approval; thereafter, the Superintendent and Business Manager shall provide the municipal officers with such information relating to the budget as the municipal officers shall require; and

- H. Following Board adoption of the budget, a school district budget validation referendum shall be held, unless the budget validation referendum process is discontinued by the voters or the State Legislature.

Legal Reference: 20-A MRSA § 1485 et seq; 2307

Adodpted: February 2, 2012

Revised: March 20, 2014  
June 16, 2016