

## **Business/Non-Instructional Operations**

### **Budget/Budgeting System**

#### **I. Superintendent Responsibilities**

The school budget shall be made up annually from the best estimates that can be made from the individual school level, with appropriate consolidation as the estimates move upward through higher levels of administration.

The Superintendent will present to the Board of Education, for its consideration, a budgetary needs assessment for the school system for the next fiscal year.

After a budget has been adopted, it shall be the responsibility of the Superintendent to see that all personnel use the budget in a businesslike manner in supporting the adopted educational goals of the school system.

#### **II. Planning the Budget**

At special meetings in January and February, the Superintendent of Schools shall present an initial budget proposal for the subsequent year and such revisions as the Board of Education may require. In the preparation of the tentative budgets, the Superintendent of Schools shall confer as appropriate with other staff personnel to make the budget as nearly as possible an expression of the interests of all staff members.

The Board of Education shall consider informally these preliminary budgets in a manner it so designates.

#### **III. Fiscal Year**

The fiscal year shall commence July first and end June thirtieth.

#### **IV. Adoption of Budget**

The Board of Education will present an itemized estimated cost for the operation of the public school to the fiscal authority not later than two months preceding the annual meeting at which appropriations are to be made. The estimated cost of operating the public school, modified, if necessary, by any difference in the amount requested by the Board of Education and the amount appropriated by the town for the operation of the school.

Legal Reference:      Connecticut General Statutes  
                                  10-51 Regional schools; budget.  
                                  10-222 Appropriations and budget.

Policy adopted:      May 13, 2009

ANDOVER PUBLIC SCHOOLS  
 Andover, Connecticut