

Annual Budget Adoption Procedure

The Board will 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 will be provided at appropriate points in the process.

- A. The Superintendent will 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 will provide such budget information and supporting documentation as the Board Policy DB requires and the Budget Committee may request for their budget considerations and decisions;
- C. Building and cost center administrators will complete budget requests in consultation with staff and in the format specified by the Superintendent;
- D. The Superintendent and Business Manager will develop a draft annual budget using the budget requests as a resource (the Superintendent's proposed budget). The Superintendent's proposed budget will be prepared for presentation in a format consistent with Maine law;
- E. By the Board's last meeting in March, the Superintendent will present the Superintendent's proposed budget to the Budget Committee;
- F. Following the submittal and referral of the Superintendent's proposed budget to the full board, the Board will hold at least one public hearing on the proposed budget. The Board will 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 will approve an annual budget and submit it to the voters for approval; thereafter, the Superintendent and Business Manager will provide the municipal officers with such information relating to the budget as the municipal officers may require; and

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

Legal Reference: 20-A M.R.S. §1485 et seq; §2307

Adopted: February 2, 2012

Revised: March 20, 2014
June 16, 2016
December 3, 2020