

## BUDGET PLANNING, PREPARATION AND SCHEDULE

The Superintendent will prepare a tentative budget for the fiscal year July 1st through June 30th prior to the first business meeting in April each year. It is the School Committee's expectation that the Superintendent will consult with school administrators, staff and others in preparing the budget.

The budget shall include, in addition to operating expenses and expected income for the ensuing year, the sums required for bonds falling due, interest on the bonds and other obligations, rentals and other fixed charges.

The School Committee shall hold a series of budget meetings to discuss and refine the Superintendent's tentative budget. The public shall be invited to speak and their opinions will be considered in preparing the budget. A public hearing will be held. The budget for presentation to the City Council should be completed no later than June 1st. On call of the Finance Committee of the City Council, the School Committee will present the proposed budget. Following adoption of the budget by the City Council, the School Committee will modify the budget as necessary to reflect the funds appropriated by the Council.

Adoption of the annual budget is to be accomplished prior to June 30 for the fiscal year beginning July 1.

Legal Reference: 20-A MRSA § 15617 et seq.  
Westbrook City Charter

Cross Reference: DBE - Communication of School Committee Budget  
Recommendations

Adopted: July 17, 1961

Revised: 4/22/63; 10/27/75; 1/27/99  
Reviewed by the Policy Committee: October 31, 2005

Replaces: DBCA/Budget Planning  
DBF/Budget Hearings