

**Chebeague Island School Department
School Committee Policy**

File: DB

ANNUAL BUDGET

The Chebeague Island School Committee recognizes that financial resources and the proper management of it are fundamental to the support of school programs and operations. With this in mind, the Committee will develop and present an annual operating budget as directed by applicable laws.

The annual budget will be for a 12-month period covering the fiscal year July 1 through June 30.

The Committee shall designate the Superintendent as its budget officer, but he/she may delegate portions of such responsibility as appropriate.

The three general areas of responsibility of the Superintendent as budget officer are budget preparation, budget presentation and budget administration.

The Superintendent will prepare a budget-planning calendar that allows the Committee to have sufficient time to study the proposed budget and to prepare for presentation of the budget to the public for their vote.

The Committee expects the Superintendent to develop a process for staff input in the initial stages of budget planning as it affects the instructional program, school activities and the operations of the schools.

While the Department is required to budget only for the next fiscal year, the Committee believes that long-range planning is essential to sound management of school system finances and encourages the Superintendent to assess the Department's needs and make recommendations to the Committee in anticipation of future budgets.

Legal Reference: 20-A MRSA §§ 1301; 15617 et seq.

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Adopted: **November 19, 2013**