

PRESENTATION OF SUPERINTENDENT'S BUDGET

P3202

The Superintendent shall develop a budget request which meets the needs of the School System and, where possible, seeks to enhance its ability to deliver excellent education efficiently. (S)he shall communicate the budget development process, and the corresponding roles, responsibilities and guidelines to the budget managers and the School Committee.

The Superintendent shall present the budget request to the School Committee. The presentation shall include as a minimum:

- Definition of the funds required to provide the same level of service as is provided in the current year; a "level-service budget"
- Any unmet needs and the fiscal implications of meeting those needs
- Areas for added efficiency with supporting data where possible
- Areas for improved educational effectiveness with supporting data where possible
- Any credible and relevant fiscal projections, direction, or requests from state or local officials
- Identification of the sources of income to meet the budget need
- Explanation of any accounts in which the requested amount differs appreciably from the amount allocated in the current fiscal year
- Assumptions made in the development of the budget request
- Identification of potential risks to accounts at the state function level

The Superintendent's budget request shall be provided to the School Committee no later than 5 months prior to Annual Town Meeting. The budget request shall reflect a fiscal year which runs from July 1 through June 30 the following year.

The School Committee will discuss the request and may seek added information, analysis, or other input needed to arrive at a final budget.

Massachusetts General Law References:

M.G.L 41:59 – Annual Estimates to be furnished to Accountant

M.G.L. 44:56 — Towns; Fiscal Year

Policy Adopted: April 9, 2001

Policy Reviewed:

Policy Revised: June 20, 2011

WESTFORD PUBLIC SCHOOLS

Westford, Massachusetts 01886