

SANBORN REGIONAL SCHOOL DISTRICT

SRSD File: DBC

BUDGET PREPARATION

Statement of Purpose:

The purpose of this policy is to delineate the parameters, timeline and procedures for budget planning.

Statement of Policy:

The Sanborn Regional School Board will adopt in August of each year, guidelines, including a detailed timeline, to govern the budget development for the following year.

The Superintendent of Schools, in consultation with the Business Administrator, will establish procedures for the involvement of staff in the development of the budget proposal.

Planning will be related to the goals and objectives of the district and its programs. It should include an assessment of existing programs and an examination of alternative program possibilities.

The budget proposal must be within the parameters of board policy and include provisions for:

1. Programs to meet the needs of the entire student body.
2. Staffing arrangements adequate for proposed programs.
3. Maintenance of the district's equipment and facilities.
4. Capital improvements program for future growth of the district as needed.
5. Efficiency and economy.

The school board recommended budget will be forwarded to the school district budget committee.

Legal References

RSA 195:12, Cooperative School District: Budget

RSA 197:5-a, School Meetings & Officers: Budget

RSA 32:4, Preparation of Budgets: Estimate of Expenditures and Revenues

RSA 32:5, Budget Preparation

NH Code of Administrative Rules- Section Ed 302:02 (a), Substantive Duties of the Superintendent.

Related policies: All Section D policies

History:

Effective: June 17, 1981
Revised: September 16, 1992
Revised: June 3, 1998
Revised: November 5, 2008
Revised: April 10, 2019