

SHERBURNE ELEMENTARY SCHOOL**BUDGETING POLICY****I. Preparation**

The Superintendent will be responsible for developing an annual calendar for budget development. The calendar will provide sufficient time for:

- a. establishing budget priorities based on ongoing consultations with school employees, parents, students and other citizens;
- b. preparing budget requests by administrators and staff;
- c. budget proposal preparations by the board budget committee;
- d. public hearings and informational meetings prior to formal adoption of a budget proposal by the board.

II. Approval

The budget will be presented by the board for approval by the voters at the annual meeting of the district. Preparation of the board's budget presentation and other board strategies for explaining and supporting its budget will be a formal agenda item at a meeting of the board prior to the annual district meeting.

III. Presentation

The Board will adopt a budget presentation format which:

1. emphasizes cost-saving measures taken by the board during the current budget period;
2. clarifies budget priorities adopted by the board during the budget preparation process;
3. indicates anticipated amounts and sources of revenue from sources other than local taxation;
4. compares cost and budget increases or decreases for specific programs over a period of time;
5. indicates such key budgetary factors as cost per pupil, student-teacher ratios, tax rate, and state funding computations;
6. allows ample time for questions from voters.

Adopted: April 18, 1998
Clerk: Raymond Cannata

Reviewed: September 11, 2007