

BOARD POLICY

No. 3110

3000 BUSINESS

3110 Planning the Budget

It is the intent of the Board of Education to make the budget process as efficient as possible in time expended by the Board and the administration and to mutually communicate budget requirements and desires before the Superintendent of Schools assembles his/her proposed budget for the subsequent fiscal year.

To this end, at a regular meeting or special meeting called for the purpose prior to January, the Board and Superintendent shall mutually exchange new or major items to be considered in the proposed budget. Programs and items required to meet the school district's goals and objectives shall be considered as well as other concerns. The Board shall discuss new programs or items to be included in the proposed budget as well as any programs or items to be deleted.

No later than the Board's regular/workshop meeting in January called for the purpose, the Superintendent shall present a proposed budget for the subsequent fiscal year. This proposed budget shall include all elements required by Connecticut General Statutes as well as those items determined from the above process. In the Budget message, the Superintendent shall indicate that this is in accordance with Policy 3110.

No later than the Board's regular/workshop meeting in January, the Superintendent of Schools shall present an initial budget proposal for the subsequent year and the Superintendent of Schools shall thereafter make such revisions as the Board of Education may require. In the preparation of the initial budget proposal, and in any subsequent revisions, the Superintendent of Schools shall confer as he/she deems appropriate with other staff personnel.

The budget submitted by the Superintendent of Schools to the Board of Education shall include, but not be limited to the following:

1. Estimated receipts and expenditures for the next fiscal year.
2. Estimated receipts and expenditures for the current fiscal year.
3. Estimated surplus or deficit at the end of the current fiscal year.
4. Bonded or other debt.
5. Estimated per pupil expenditure for the current year and the next fiscal year.
6. Such other information as is necessary in the opinion of the Board of Education including two (2) or more quotes for capital expenditures exceeding \$50,000 that are part of the budget request. These quotes will include engineering support requirements (when applicable), estimated project timelines, project scope and estimated date of completion to an extent that allows Board members to assess the feasibility and rigor of the quotes and supporting documentation.

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The Board, shall review and analyze the proposed budget and make recommendations or adjustments to the proposed budget in sufficient time to meet publishing the Board's proposed budget, distributing it, and warning of the Public Hearing in compliance with the requirements of Connecticut General Statutes. The Superintendent shall make a final recommendation to the Board for action on the complete proposed budget at a regular or special meeting called for the purpose in sufficient time to meet publishing the proposed budget, distributing it, and warning of the Public Hearing in compliance with the requirements of Connecticut General Statutes.

Legal Reference: Connecticut General Statutes 10-51, 10-221, 10-222

APPROVED:	October 1998
REVISED:	February 2007
REVISED:	November 2009
REVISED:	November 2011
REVISED:	October 2013
REVISED:	June 2016
REVISED:	October 2019