

**WINSLOW PUBLIC SCHOOLS
25 MESSALONSKEE AVENUE
WATERVILLE, ME 04901**

ANNUAL BUDGET

The School Board recognizes that financial resources and the proper management of same are fundamental to the support of school programs and operations. With this in mind, the School Board 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 School Board 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 budget officer are budget preparation, budget presentation and budget administration.

ADOPTED: May 21, 2003

REAFFIRMATION: February 27, 2012

SOURCE: Board Policy

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ANNUAL BUDGET PROCEDURE

- A. During October, the Superintendent will request that the principals and other administrators begin the process of preparing a proposed school budget for the next fiscal year.
- B. The principal will request input from the staff regarding their needs and request that the Director of Special Education submit a formal budget request to be included in the proposed school budget.
- C. Each building principal will prepare a proposed school budget after consultation with the staff and submit it to the Superintendent along with support materials.
- D. The Superintendent will review the proposed school budget and meet with the principal to discuss modification as needed.
- E. The Superintendent will prepare a proposed school department budget which will include the proposed expenditures, as prepared by the principal, the portion of the budget for expenditures not contained in the principal's budget and the operation of the Office of the Superintendent.
- F. The Superintendent will present the proposed budget, along with supportive materials, to the School Board.
- G. The School Board will review the budget with the Superintendent and other administration and modify it as needed. Board's approval is required before submitting to Town Council.
- H. The proposed budget will be presented to the Town Council for their consideration and approval. This budget amount must then be approved by Public Referendum.

ADOPTED: October 2, 1995; **REVISED:** May 21, 2003; **REVISED:** February 27, 2012

SOURCE: Board Policy