

## BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the annual Town Council meeting a date determined yearly. Dependent on the date thus set, the following will be scheduled:

### SCHOOL COMMITTEE BUDGET

- (a) *Public Hearing* – At least twenty-one (21) days before the meeting at which the School Committee is scheduled to vote on its final budget request, the School Committee shall cause to be published in a local newspaper a general summary of its proposed budget. The summary shall specifically indicate any major variations from the current budget and the reasons for such changes. The notice shall further indicate the times and places at which complete copies of the proposed budget are available for examination by the public, and it shall indicate the date, time and place [not less than seven(7) nor more than fourteen (14) days following such publication], when a public hearing will be held by the School Committee on the proposed budget. The School Committee shall not take its final vote on its proposed budget until all persons who desire to be heard concerning the budget proposal have had a reasonable opportunity to be heard.
- (b) *Submission to Mayor* – The proposed budget adopted by the School Committee shall be submitted to the Mayor at least twenty-one (21) days before the date the Mayor is required to submit a proposed Town budget to the Town Council, to allow the Mayor sufficient time within which to consider the effect the school department's requested appropriation will have upon the total Town operating budget the Mayor is required to submit to the Town Council under this article.

The action of the School Committee in adopting the proposed budget, following the public hearing, shall be summarized and the results of a roll call vote taken on each amendment to the proposed budget as may be offered shall be recorded.

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:38N  
Town Charter (See local reference)

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