

FRANKLIN CENTRAL SUPERVISORY UNION AND ITS MEMBER SCHOOL DISTRICTS

COMMON PROCEDURE FOR BUDGETING E2

The budget is a document that reflects the goals of the organization and each school district will develop a school budget that reflect the District's goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

Administrative Responsibility:

1. The Superintendent, through the Business Manager, will develop 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.
2. The Superintendent, through the Business Manager, and School Administrator will prepare a draft budget based on the District's strategic and annual action plans and the input of school, community and Board members.

Approval:

The Board for each District will, after public hearings and/or informational meetings adopt a budget for consideration by the District's voters. 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.

Presentation:

The Board will adopt a budget presentation format which:

1. reviews the accomplishments of the prior year with regard to student performance and budgetary effectiveness in addressing increased student performance;
2. clarifies budget priorities linked to student achievement adopted by the Board during the budget preparation process;
3. emphasizes cost-saving measures taken by the Board during the current budget period;
4. indicates anticipated amounts and sources of revenue from sources other than local taxation
5. compares costs and budget increases or decreases for specific programs over a period of time;
6. clearly indicates such key budgetary factors as cost per pupil, student-teacher ratios, tax rate, and state aid computations;
7. allows ample time for questions from voters;

8. explains in a clear way the relationship between the budget and the amount of taxes to be raised; and
9. explains the relationship of the needed tax rate and the tax bills that individuals will receive using information developed by the State Department of Education.

Legal Reference(s): 16 V.S.A. §563 (*Powers of boards*)
16 V.S.A. §165 (a)(1) (*Action plans*)

Cross Reference: *Fiscal Management and Financial Accountability (E1)*
Financial Reports and Statements (E3)