

# Business and Non-Instructional Operations

## Budget Planning

3110

General: The Superintendent shall direct the preparation of an annual operating budget for the review and approval of the Board of Education. Said budget will be consistent with provisions of state statutes, the Town Council and town charter requirements.

Establishing Budget Priorities: Prior to the development of a budget, the Superintendent shall present to the Board a review of anticipated needs of the school system for the upcoming fiscal year, as well as those for the long term (at least a five-year projection). In addition to the information presented by the Superintendent, the Board may consider commentary and information from other sources familiar with the school system. Based on such information, the Board shall establish budget priorities for the current fiscal year while also being mindful of the long term needs of the school system.

Supplemental Appropriations: State law provides procedures through which, subsequent to approval of the annual budget, additional appropriations may, if required, be requested by the Board of Education from Town Council. Prior to requesting supplemental funds, the Board shall make every reasonable effort to live within the original appropriation and maintain essential educational programs.

### Legal Reference:

Connecticut General Statutes

10-51 Fiscal year. Budget. Payments by member towns. (regional districts)

10-222 Appropriations and budget. Financial information system.