

# POLICY

SOMERSET COUNTY  
BOARD OF EDUCATION

<b>Date Submitted:</b> July 20, 1999 <b>Date Reviewed:</b> October 25, 2005 November 18, 2008	<b>Number:</b> <b>300-3</b>
<b>Subject:</b> Budget Deadlines, Schedules, Planning, Hearings, Reviews and Adoption	<b>Date Approved:</b> August 17, 1999 November 15, 2005 January 20, 2009 <b>Date Revised:</b> November 18, 2008 <b>Date Effective:</b> August 17, 1999 November 15, 2005 January 20, 2009

## 1. PURPOSE

To establish Board of Education Budget deadlines, schedules planning, hearings, reviews and adoption. the annual budget process and schedule.

## 2. PROCESS

- A. The Board will develop a budget annually and submit it writing to the County Commissioners within the time frame established by the county. The budget will be prepared by major categories as defined by statute.
- B. The Office of the Superintendent or designee will prepare a schedule of budget preparation tasks and deadlines for the principals and administrative staff and schedule of budget meetings, hearings and review sessions for the Board prior to the final approval and submission of the budget to the County Commissioners. See Policy Guidelines
- C. Budget planning for the system will be an integral part of program planning so that the annual budget may effectively express and implement all programs and activities of the school system. Budget planning will be a year round process involving broad based community participation and all departments of the schools.

The Superintendent, in cooperation with the Director of Finance, will have overall responsibility for budget preparation, including the construction of and adherence to a budget calendar.

- D. Public hearings will be held and will be a part of the budget calendar. The Board may periodically schedule other budget hearings as it deems appropriate.
- E. The Board of Education of Somerset County will submit to the Board of County Commissioners each year a detailed and itemized estimate of the amounts required for the operation of the school system.

Each department requesting appropriations shall submit such forms and information necessary for the Board to make judgments on the need and proper justification of their requested allocation.