

BUDGET

Function of the Board

The Board of Education recognizes that finances and financial management are critical to the community's support of public education in Manchester. To help ensure that this support remains strong, the Board will:

1. Encourage advance planning using thorough and well thought out budget procedures.
2. Guide the expenditure of funds so as to extract the greatest educational returns.
3. Explore all practical sources of financial support.
4. Maintain a level of expenditure needed to provide high quality education within the ability of the community of Manchester to pay.
5. Establish sound and efficient accounting and reporting

procedures. Function of the Superintendent

1. Maintain appropriate and customary management, control, and accounting functions for all budget expenditures as outlined in the Town Charter, State Statutes accepted practices and policies.
2. Elicit a wide range of input in the development of the annual budget.
3. Prepare a yearly budget estimate for the Board of Education and Board of Directors as outlined in the Town Charter and Statutes.
4. Submit quarterly reports to the Board of Education projecting the fiscal health of the budget.
5. Regularly disseminate budget information to the community, parents, staff and students.
6. Maintain appropriate purchasing procedures to insure the highest quality of instructional supplies, materials and services for the lowest price.
7. Seek economies whenever and wherever possible.

Establishing Budget Priorities

Before developing and adopting a recommended budget, the Board of Education will study educational programs in relation to the present and future student, parent and community needs. Based on those needs, it will establish budget priorities for each fiscal year.

Budget Planning Process

Budget planning is a year-round process that includes specifying measurable objectives, evaluating programs in relation to those objectives and formulating budget requests to support them. To make the budget a comprehensive reflection of the needs of students, parents and the community, the Board and the Superintendent will take appropriate steps to ensure the involvement of professional and administrative staff in the budget development process and to ensure there is ample opportunity for community input.

Budget Evaluation and Adoption

The Superintendent will present the Board with a detailed recommended budget request not later than the first regular meeting of the Board in January of each year.

The Board will study the Superintendent's recommended budget to determine that budget line items meet the present and future needs of the students, the parents and the community, as outlined in the Board of Education's adopted criteria, including budget priorities, its strategic plan, technology plan and any and all other documents approved by the Board.

The Board of Education will adopt a request for an appropriation and forward that request to the General Manager of the Town by February 14. The request for an appropriation filed by the Board of Education with the General Manager shall be accompanied by a copy thereof for each member of the Board of Directors.

Within three (3) days after said filing the request for an appropriation, the Chair of the Board of Education may submit a letter to the General Manager requesting joint meeting of the two (2) Boards for the purpose of discussing the appropriation request of the Board of Education and the recommendations of the General Manager. If the Chair of the Board of Education requests this initial joint meeting, the joint meeting shall be held no later than five (5) days before the General Manager submits his tentative budget to the Board of Directors.

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Following the submittal of the General Manager's tentative budget, but not later than seven (7) days before the adoption of the final budget, the Chairperson of the Board of Education and Superintendent of Schools will attend a Board of Director's budget workshop for the purpose of presenting and discussing the appropriation request of the Board of Education.

Once the Board of Directors has approved an appropriation for Manchester's schools, the Board of Education will conduct additional budget workshops as necessary and will adopt a final budget on or before June 30.

Adopted: September 10, 2001

Revised: August 26, 2013

Revised: April 18, 2016