

ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION: NON-INSTRUCTIONAL OPERATIONS

CODE: F30

TITLE: BUDGETING

Policy

The budget is a policy document that reflects the goals of the School District. It is the policy of the Addison Northwest School District to develop one district-wide school budget that reflects the District's goals in improving student achievement as outlined in its vision to ensure responsiveness to community needs.

Administrative Responsibility

1. The Superintendent will develop an annual calendar for budget development and distribute to all Board Members no later than October 30th annually:
 - o establishing budget priorities based on ongoing consultations with school employees, parents, students and other citizens;
 - o preparing budget requests by administrators and staff;
 - o budget proposal preparations by the Board Budget Committee;
 - o public hearings and informational meetings prior to formal adoption of a budget proposal by the Board.
2. The Superintendent 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 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;

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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;
9. explains the relationship of the needed tax rate and the tax bills that individuals will receive using information developed by the State Agency of Education.

Date Warned: *October 14, 2016*

Date Adopted: *October 26, 2016*

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 (F20)*
Financial Reports and Statements (F21)