

MAYNARD PUBLIC SCHOOLS



Administrative Regulation:

#301.1

The Budget Calendar is to be used as a guide for the order and time frame for Budget related actions. Deviation from the calendar is acceptable and expected.

Budget Calendar

November	Business Manager	Distribute budget instructions and worksheets
December	Administrators	Submit preliminary budget requests to Business Manager for review
December	School Committee	Authorize Superintendent to submit initial budget to Town Administrator by January 1st
December – April	Administration Budget Sub Comm.	Budget Review Budget Review
November-January	Administration	Develop Capital Plan if required
April	School Committee	Public Hearing on Budget
April-May	School Committee	Vote final budget
May	School Committee	Present operating budget to Annual Town Meeting

Current Version: 8/21/14

Earlier Version: 5/09, 12/94

Cross References: Town Charter

Legal References: 41:59, 71:38N
