

Annual Budget

A. School Department Budget – Policy

The Superintendent shall present to the Board the proposed school department budget for the next fiscal year in a timely manner to be determined by the School Board which will enable the Board to submit its approved budget to the City Manager not later than March 15, as per City Charter.

B. Preparation of Budget Document – Procedures

The preparation of the school department budget involves input from school personnel at all levels.

After reviewing all instructional and non-instructional needs, principals, directors, and department heads will submit proposed budgets to the superintendent.

The superintendent will meet with principals and other personnel to review the proposed budget prior to submission of the budget to the School Board.

Legal References

RSA [32:4](#), Preparation of Budgets: Estimate of Expenditures and Revenues

RSA [32:5](#), Budget Preparation

RSA [197:5-a](#), School meetings and Officers: Budget