

Budget Planning**I. SUPERINTENDENT**

The superintendent shall have the authority to establish through the budget development guideline book the procedures that will be employed to develop his/her budget recommendation.

As a preliminary part of the development of the budget, the administration shall study the school program in its relation to the present and future needs of the students. Steps will be taken to involve the staff of the school system in the developmental process in order to make the budget a comprehensive reflection of the financial needs of the school system.

The superintendent of schools shall review the results of the initial developmental process and in consultation with the assistant superintendents of schools, the business manager, and the supervisor of buildings and grounds establish his/her recommended budget for the following fiscal year. The superintendent shall present this recommendation to the Board of Education in a manner and format that is determined by the board.

II. BOARD OF EDUCATION

The Board will review and revise the superintendent's recommendation as the Board sees fit and at least 120 days before the end of the fiscal year, establish a budget request and forward it to the town's fiscal authority. In the process of developing its budget request, the Board shall at all times conform to relevant state statutes and to specifications of the Wallingford Town Charter that do not contradict state statute. Within these parameters, the Board retains for itself the authority to establish the procedures that the Board wishes to employ in order to establish its budget request.

III. DETERMINATION OF BUDGET PRIORITIES

The Board has a responsibility to operate the school system in such a manner that expenditures do not exceed revenues. Therefore, the superintendent is directed to formulate the annual budget according to the following criteria:

1. All resources must be used to produce the most positive effect on the student's opportunity to gain the best possible education in this school district.
2. The budget must be in accord with statutory and regulatory mandates as promulgated by the Town of Wallingford, the Connecticut State Department of Education, and/or the federal government, when applicable.
3. The budget must be in harmony with the board's educational philosophy, district educational goals, and contracts with its employee groups.

FISCAL MANAGEMENT

DBD

Budget Planning

Legal Reference: Connecticut General Statutes
Section 10-222. Appropriations and budget. Financial information system.

Policy Approved: 1/13/92

Policy Revised: 6/16/03