

## **Business/Non-Instructional Operations**

### **Budget Calendar**

Construction of the calendar for year-round budget preparation shall be based on deadlines set by law. The Board of Education's approved budget will be submitted to the Board of Finance on or before March 1<sup>st</sup>.

The school system's budget calendar shall present a plan of action for estimating and completing preparation of the annual budget. The calendar will be presented on an annual basis in the Budget Preparation Manual developed by the administration. The calendar shall be used as a tool for identifying required budgetary activities and for identifying when and by whom these activities are to be performed. The calendar shall also be used as a guide for:

1. coordinating the budgetary activities of individuals and groups;
2. collecting budget data;
3. reviewing budget problems;
4. reviewing enrollment trends;
5. considering efficiencies, identifying cost savings; and
6. considering major curriculum developments and resultant textbook adoptions.

Legal Reference: Connecticut General Statutes

10-222 Appropriations and budget. Financial information system

Policy adopted: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut