

BUDGET DEADLINES AND SCHEDULES

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by the Regional Agreement.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date: the earliest annual town meeting of either member town. Typically, this would be Acton Town Meeting held on the first Monday in April.

The Committee should annually, at least 20 days prior to the date on which the final budget is adopted, prepare a preliminary budget. A preliminary budget shall include the amounts necessary to be raised to maintain and operate the Regional Schools during the ensuing fiscal period, and include the amount required for payment of debt and interest incurred by the District which will be due in said fiscal period. All non-recurring expenditures shall be itemized. This preliminary budget shall be itemized in such further detail as the Committee may deem advisable. The preliminary budget shall be approved by a majority of the members of the Committee from each member town. (Regional Agreement, Section 10.A.)

The Committee shall hold a budget hearing annually. Thereafter, the Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business section of the annual town meeting of any member town is to be held, but in no event later than March 31 (provided that said budget need not be adopted earlier than February 1). The final budget shall be adopted pursuant to applicable provisions of law. (Regional Agreement, Section 10.C.)

In reaching its decision on the budget amount that it will present to the Town Meetings, the School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

LEGAL REF.: M.G.L. 71:16B; 71:38N

REF: Agreement for a Regional School District for the Towns of Acton and Boxborough

Approved: 1/12/17