



BUDGET DEADLINES AND SCHEDULES

Preparation of Preliminary Budget

The Superintendent and Administrative Staff shall prepare a preliminary school budget for the Lincoln Campus for the next fiscal year by the first School Committee meeting in December. In so doing, they will work within such guidelines as may be established by the School Committee, and shall recommend expenditures to maintain and improve the quality of education in the District.

The preliminary budget for the Hanscom Campus shall also be prepared by the first School Committee meeting in December in accord with such guidelines as the School Committee may establish.

Adoption by School Committee

The School Committee shall adopt the preliminary budget for the Lincoln Campus by January 15, following whatever process it shall establish for Committee discussion and community participation. The School Committee shall hold a public hearing on this preliminary budget prior to adopting it, and may make necessary revisions thereafter.

Submission to Finance Committee

The School Committee shall submit a copy of its preliminary budget for the Lincoln Campus to the Finance Committee by December 15, or in accordance with the Town By-laws, and shall promptly inform the Finance Committee of any subsequent changes in the proposed school budget.

Legal Reference: Town By-laws, Article IV, Sec. 5

Reviewed at School Committee Meeting of September 28, 1981
Reaffirmed at School Committee Meeting of January 21, 1985
Revised and reaffirmed at School Committee Meeting of September XX, 2016

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