

MAYNARD

PUBLIC SCHOOLS



Administrative Regulation:

#301.1

Budget Calendar

October	Business Manager	Distribute budget instructions and worksheets
November	Administrators	Submit preliminary budget requests to Business Manager for review
November	School Committee	Authorize Superintendent to submit initial budget to Town Administrator by December 1st
December – March	Administration Budget Sub Comm.	Budget Review Budget Review
January	Administration	Develop Capital Plan if required
March	School Committee	Public Hearing on Budget
April	School Committee	Vote final budget
May	School Committee	Present operating budget to Annual Town Meeting

Current Version: 12/94

Earlier Version:

Cross References: Town Charter

Legal References: 41:59, 71:38N
