
Operating Budget Procedure (ACC-P006)
Milford Public School District

1.0 SCOPE:

- 1.1 This procedure describes the processes used to develop the operating budget of the Milford Public School District. The development of the operating budget directly involves the Superintendent, Associate Superintendent of Teaching and Learning, the Deputy Superintendent of Operations and all departments and schools.

The on-line version of this procedure is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Superintendent of Schools

Authorized Signature on File

Signature

Date

3.0 APPROVAL AUTHORITY:

- 3.1 Deputy Superintendent of Operations

4.0 DEFINITIONS:

- 4.1 Budget – consists of Board of Education Budget and City Budget

5.0 PROCEDURE: -

- 5.1 The budget development handbook and requested forms to Administrators is distributed to all administrators the first week of October.
 - 5.1.1 The Business Office puts the budget prep handbook for administrators together.
- 5.2 Principals, Supervisors and Coordinators work with staff to collect completed budget forms to be submitted to the Business Office.
- 5.3 The Associate Superintendent of Teaching and Learning and the Deputy Superintendent of Operations review the budget request for each Administrator the beginning of November.
 - 5.3.1 Individual meetings are set with each administrator to discuss budget requests.
- 5.4 The Business Office estimates payroll costs.
 - 5.4.1 The Superintendent, Associate Superintendent of Teaching and Learning, Supervisor of Human Resources, Deputy Superintendent of Operations and the Chief Accountant meet to estimate payroll costs.
- 5.5 Staff projections, enrollment projections, and budget narratives are due the first week of December in the Business office.
 - 5.5.1 The Superintendent, Associate Superintendent of Teaching and Learning, and Supervisor of Human Resources review enrollment and staffing projections.
- 5.6 Prior to December Board Meeting an initial review of the budget takes place with the Associate Superintendent of Teaching and Learning and Deputy Superintendent of Operations.

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- 5.7 The Superintendent, Associate Superintendent of Teaching and Learning, and Deputy Superintendent of Operations make the first cut of the proposed budget and make adjustments as needed.
- 5.8 The Business Office compiles the initial proposed budget to be submitted for board workshops.
 - 5.8.1 Board holds workshops and meeting during January.
- 5.9 Board approves proposed budget and submits to the Mayor of Milford by the 31st of January.
- 5.10 During February and March the City of Milford Board of Finance reviews proposed budget for Board of Education and City of Milford Budget.
- 5.11 During April and May the City of Milford Board of Aldermen review and adopt the City and Board of Education Budget.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Previous Year Budget Worksheets
- 6.2 Previous Year Budget Forms
- 6.3 Previous Year Adopted Budget

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Budget	Business Office	3 years	Discard as Desired	Locked Office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
08/27/2003	A	Initial Release
08/29/2003	B	Changed Title, added sentence to scope, and 5.10.
10/04/2004	C	Changed titles in 1.0, 3.0 and 5.0,

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