

**CODE:       DBG**

**BUDGET ADOPTION PROCESS**

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Adoption of the annual budget is to be accomplished prior to June 30 for the fiscal year beginning July 1.

The proposed budget shall be prepared in the format required by law. As required by the Charter of the Town of Kittery, the School Committee will submit the proposed budget to the Town Manager at least 90 days before the beginning of the fiscal year. The School Committee shall also submit a complete list of estimated revenue not less than 50 days before the beginning of the fiscal year or such other time as provided by Legislature or State Board of Education.

After a public hearing and the Town Council's approval of the budget (with or without amendment), the School Committee will direct the Superintendent to prepare the information required for the budget validation referendum vote.

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Legal Reference:       20-A MRSA §§ 1482-1487; 15617 et seq.  
                              Charter of the Town of Kittery §§4.05; 6.02; 6.06

Adopted:                May 17, 2011