

## Policy Information

### Series 3000 - Business and Non-Instructional

#### Fiscal Management Goals

#### Budget Adoption

Policy # 3120

Final approval of the budget to be presented to the voters of the District rests with the Board of Education. The Superintendent of Schools and such members of his/her staff as s/he shall deem necessary, shall be prepared to explain and justify the budget to the Board. Final authorization of the budget rests with the voters of the District. If approved by the voters, the budget becomes the basis for establishing the tax levy on real property within the District. If the voters of the District reject the proposed budget, the Board of Education may resubmit the budget or specific budget propositions to the voters for a second vote or establish a contingency budget.

The proposed budget shall be presented to the voters of the district for adoption at the annual meeting, to be held on the third Tuesday in May, unless the Board certifies to the Commissioner of Education by no later than March 1<sup>st</sup> that such annual district meeting would conflict with religious observances, in which event the annual meeting shall be held on the second Tuesday in May.

The options for Board action subsequent to a budget defeat are as follows:

1. To resubmit the same or a revised budget to the voters;
2. To prepare and adopt a contingency budget

The budget and any related propositions may be submitted to the voters only twice. A public hearing on the budget must be held between seven (7) and fourteen (14) days prior to the second budget vote. A budget re-vote may be held upon a minimum of two weeks' notice, with legal notice published twice, once during each of the two weeks preceding the vote with the first publication 14 days before the vote. If the Board chooses to submit the budget to the voters a second time and the voters do not approve it, the Board must adopt a contingency budget, in which case the tax levy cannot exceed the total tax levy of the prior year (0% levy growth). In addition, the administrative component of the contingency budget shall not comprise a greater percentage of the contingency budget, exclusive of the capital component, than the lesser of:

1. The percentage the administrative component had comprised in the prior year budget exclusive of the capital component; or
2. The percentage the administrative component had comprised in the last proposed defeated budget exclusive of the capital component.

#### Policy References:

Education Law §§1716, 2022, 2023

Adoption Date: 3/10/1999, Revised: 6/12/2014; (Previous Policy #3150 now included in this policy - #3120)  
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