

**NEWPORT SCHOOL BOARD
BUDGET ADVISORY COMMITTEE PROCEDURES**

(as adopted by the Newport School Board and the Newport Selectmen on December 21, 2020)

- A. **Introduction:** These procedures are intended to facilitate an effective working relationship between the Budget Advisory Committee (BAC), the Board of Selectmen (**BOS**), the School Board (**NSB**) and the voters of the Town of Newport. The open budget process is designed to permit and encourage involvement of the public. Furthermore, these procedures are designed to ensure that the Town Meeting, School Meeting, the BAC and all other parties are provided with all of the information which these bodies need to properly carry out their responsibilities. It is recognized that an effective budget process can function only when the public is allowed to make informed decisions on all matters which appear on the warrant.
- B. **Organization:** The BAC shall consist of up to 11, but no less than 7 members including 1 Selectmen, 1 School Board member, as recommended by the respective Boards, and 9 other registered voters of the Town. The committee is appointed by the Moderator for staggered terms of up to three years. Initial appointments will be 3 members for 3 years, 3 members for 2 years, and 3 members for 1 year. Vacancies will be filled by the Moderator. The Board of Selectmen, School Board and Committee shall operate in accordance with these procedures. The BAC shall annually appoint a Chairman and Vice Chairman. Each Board shall provide a recording secretary for their respective BAC proceedings. The BOS and NSB will present their budget calendar to the BAC within 6 months of their annual meeting and the BAC will receive the School budget on November 1st and the Town budget on February 1st.
- C. **Procedures:** The Board of Selectmen and School Board, shall prepare a statement of estimated expenditures and revenues for their budget the ensuing fiscal year and submit the same to the BAC in accordance with their schedule. All monies appropriated by the town or school district shall be stipulated in the budget on a "gross" basis, showing revenues for all sources, including grants, gifts, bequests and bond issues, as offsetting revenues to appropriations affected. Upon receipt of the foregoing estimates of expenditures and revenues, the BAC may confer with the Selectmen, School Board and other officers and departments relative to estimated costs, revenues anticipated, and services performed; and it shall be the duty of all such officers and other person to furnish such pertinent information requested by the BAC. The BAC shall thereafter review the budgets according to these procedures. Such budget forms may include a separate column for the recommended budget of the BOS, and/or NSB and the BAC. The BAC shall conduct at least one public hearing on each budget. Public notice of the public hearings shall be given at least 7 days in advance by publication in the local newspaper.

- D. **Information Requests:** When the BAC needs additional information from either the Board of Selectmen or the School Board, the BAC shall request that the Selectmen's representative or the School Board representative transmit the requested information to the BAC within seven days of the request. Whenever the requested information is not available, the Board of Selectmen or the School Board must provide the BAC with an explanation of why the requested data is unavailable.
- E. **Statement of Expenditures:** Upon request by the BAC, the Selectmen and the School Board shall forthwith submit to said BAC a statement of all expenditures and revenues on a monthly basis. The BAC may meet periodically during the year to review that statement of all expenditures submitted to them by the Selectmen and School Board.
- F. **Emergency Expenditures:** The procedure to secure emergency funds above the amount appropriated at town or school meeting will be as follows:
- I. information will be presented to the Budget Advisory Committee for review and comment.
 - II. Superior court permission must be granted.

History:

Adopted by the Newport School Board 12/5/91

Newport School Board 1st read 4/19/2018

Adopted by Newport School Board 12/21/2020