

**ERVING ELEMENTARY SCHOOL**  
**BUDGET DEADLINES AND SCHEDULES**

Preparation of the annual budget will be scheduled in stages throughout the school year with attention to certain deadlines established by law and charter.

The calendar year for budget preparation will be determined by calculating backwards from the final adoption date.

The School Committee will also observe the statutory requirement of holding a public hearing on the proposed budget not less than seven days after the notice for this hearing has been published in a local newspaper.

Whatever dates are assigned, the final date for the submission of the budget to the Select Board will be arranged cooperatively with the School Committee and Finance Committee.

First draft of the budget must be submitted to the School Committee in time for the November school committee meeting.

A draft of the budget will be presented to the Select Board no later than the end of January/first week of February.

SOURCE: MASC Updated 2022

LEGAL REFS.: M.G.L. [71:37](#); [71:38N](#)

Town Charter (See local reference)

Reviewed and Edited by Erving Policy Committee: 11-15-22

First Reading by Erving School Committee: 01-17-23

Edit and Second Reading, First Vote by Erving School Committee: 07-06-23

Edit and Final Vote by Erving School Committee: 8-22-23