



DBC - ANNUAL BUDGET PREPARATION

It is the duty of the Board of Trustees to “make and approve, in consultation with the administration, an annual budget” (Charter of Seacoast Classical Academy, Section 4).

The annual budget, as adopted by the Board, is the financial outline of the Academy's operations and educational programs. The annual budget process should serve to improve communications within the Academy community.

The Executive Director will be responsible for preparing, and presenting to the Board, a proposed annual budget on a date set by the Board. The Board expects the Executive Director to collaborate in the making of this proposed budget with the external accountant, the Treasurer, and the Finance Committee if any. The Executive Director shall consult with administrative officers and teachers to assess the needs of the school, and to obtain budgetary requests and information on requirements.

References:

- NH RSA 32:4, Preparation of Budgets: Estimate of Expenditures and Revenues
- NH RSA 32:5, Budget Preparation
- NH RSA 197:5-a, School meetings and Officers: Budget
- Charter of Seacoast Classical Academy Chartered Public School, Section 4

Date of First Adoption: 26 September 2023

Date of Last Revision: None

Date of Last Review: None