

# BUDGET APPROVAL AND VALIDATION PROCESS

Regional School Unit (RSU)– Regional Meeting Legislative Body (Chapter 103-A)

ACTION

MECHANISM

REQUIREMENTS

**1**

**Notify** Municipal Officers  
**Establish** Referendum Date  
**Prepare** Warrants

Prepare a Consolidated Warrant for both the Regional Budget Meeting & the **Yes/No** Validation Referendum

Meetings  
To Prepare  
Annual Budget

- Budget Must be Developed Using New Chart of Accounts Arranged In (11) Expenditure Cost Centers and (3) or more Revenue Cost Centers as prescribed in §1485 (1A & 1B)

**2**

**Approval**  
*Regional Board*

Consider & Approve Final Budget Proposal in 11 Expenditure & 3+ Revenue Articles

School  
Board  
Meeting

- Approval of Each Article by Majority of **SCHOOL BOARD** Present & Voting
- Warrant & Absentee Ballots for the Validation must be delivered to the clerk no later than **THE DAY AFTER** the Regional Budget Meeting

**3**

**Approval**  
*Legislative Body*

Consider & Approve Proposed Budget in 11 Expenditure & 3+ Revenue Articles

Regional  
Budget  
Meeting

- Held no more than **30 CALENDAR DAYS PRIOR** to the Referendum Date
- Approval of Each Article by Majority of **REGISITERED VOTERS** From All Municipal Members Present & Voting

**4**

**Validation**  
*Referendum*

Validate the Approved School Budget & Every Third Year Consider Continued Use of the Validation Referendum **#4** Required in This Process §1486 (1)

Validation  
Referendum

- Voter Approval of Entire Budget that was Approved at the Regional Budget Meeting (Yes/No) by Majority of **REGISTERED VOTERS** voting in the Referendum §1486 (3F or 3G)
- Failure to Approve Budget Requires **REPEAT of #1,#2,#3** (10 days to 45 days after Validation failure), & **#4** §1486 (4)
- Failure to Approve by July 1 Allows Operation Using the Latest Budget **APPROVED AT REGIONAL BUDGET MEETING** Until Budget Receives Final Approval. §1487

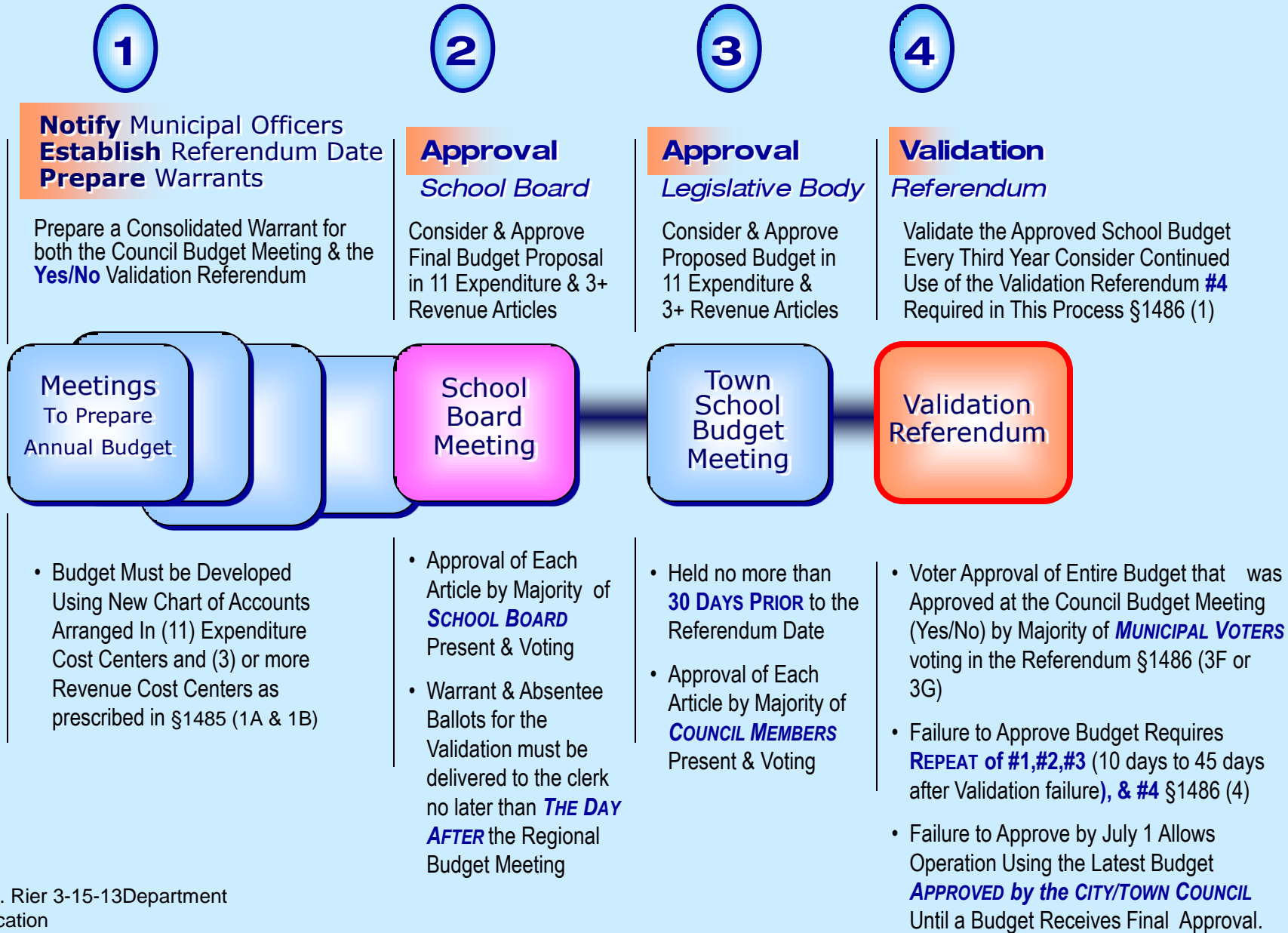
# BUDGET APPROVAL AND VALIDATION PROCESS

Municipal School Unit – Town or City Council Legislative Body (Chapter 240 §2307)

ACTION

MECHANISM

REQUIREMENTS



# BUDGET APPROVAL AND VALIDATION PROCESS

Municipal School Unit – Town Meeting Legislative Body (Chapter 240 §2307)

ACTION

MECHANISM

REQUIREMENTS

1

**Notify** Municipal Officers  
**Establish** Referendum Date  
**Prepare** Warrants

Prepare a Consolidated Warrant for both the Town Budget Meeting & the **Yes/No** Validation Referendum

Meetings  
To Prepare  
Annual Budget

- Budget Must be Developed Using New Chart of Accounts Arranged In (11) Expenditure Cost Centers and (3) or more Revenue Cost Centers as prescribed in §1485 (1A & 1B)

2

**Approval**  
*School Board*

Consider & Approve Final Budget Proposal in 11 Expenditure & 3+ Revenue Articles

School  
Board  
Meeting

- Approval of Each Article by Majority of **SCHOOL BOARD** Present & Voting
- Warrant & Absentee Ballots for the Validation must be delivered to the clerk no later than **THE DAY AFTER** the Regional Budget Meeting

3

**Approval**  
*Legislative Body*

Consider & Approve Proposed Budget in 11 Expenditure & 3+ Revenue Articles

Town  
School  
Budget  
Meeting

- Held no more than **30 DAYS PRIOR** to the Referendum Date
- Approval of Each Article by Majority of **REGISITERED VOTERS** Present & Voting

4

**Validation**  
*Referendum*

Validate the Approved School Budget & Every Third Year Consider Continued Use of the Validation Referendum **#4** Required in This Process §1486 (1)

Validation  
Referendum

- Voter Approval of Entire Budget that was Approved at the Town Budget Meeting (Yes/No) by Majority of **REGISTERED VOTERS** voting in the Referendum §1486 (3F or 3G)
- Failure to Approve Budget Requires **REPEAT of #1,#2,#3** (10 days to 45 days after Validation failure), & **#4** §1486 (4)
- Failure to Approve by July 1 Allows Operation Using the Latest Budget **APPROVED by the TOWN MEETING** Until a Budget Receives Final Approval.