

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: 401.02
Responsible Office: BUDGET OFFICE

OPERATING BUDGET

A. PURPOSE

To establish procedures for the development and adoption of the annual Operating Budget of Anne Arundel County Public Schools.

B. ISSUE

Specific guidelines established by the *Annotated Code of Maryland*, the *Code of Maryland Regulations*, the Anne Arundel County Charter, and the Maryland State Department of Education that dictate various components of the development and adoption process of the Operating Budget.

C. POSITION

1. The Superintendent shall submit the annual Recommended Operating Budget to the Board in public session on the date established in the master calendar of Board meetings approved by the Board pursuant to Policy BD and its handbook but, in any event, before February 1 of each year.
2. At least one public hearing, specifically for public input, shall be held on the annual Operating Budget. Hearings shall be held before the end of the month of February.
3. Adoption and Submission
 - a. No formal action shall be taken by the Board on the Superintendent's Recommended Operating Budget, except in public session, and only after the public hearing(s).
 - b. The Board, by provision of requirements in the *Annotated Code of Maryland* and the Anne Arundel County Charter, shall submit its annual Requested Operating Budget to the County Executive on or before March 1 of each year.
 - c. The Board shall adopt the Approved Operating Budget by June 30 of each year.

4. Budget Documents
 - a. The Superintendent's Recommended Operating Budget shall be made available to the public at the time the budget is presented to the Board in public session.
 - b. The Board's Requested Operating Budget shall be made available to the public at the time the budget is submitted to the County Executive.
 - c. A Summary Approved Operating Budget shall be made available to the public before July 1 of each year. The detailed copies of the Approved Operating Budget shall be made available to the public before September 30 of each year.
 - d. All budget documents made available to the public shall be available in electronic format and listed on the school system's public internet site.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted on 2/15/12

Note previous policy history: Replaces Policy 401.02, adopted 02/14/79