

**BYRAM HILLS CENTRAL SCHOOL DISTRICT**  
**Budget Committee Charge**  
**2016-2017**

1. Establish a budget calendar in conjunction with the Superintendent.
2. Prepare budget guidelines for Board approval.
3. Review and consider modification, when necessary, to the procedures for developing the district's budget, including written material (budget books for the Board and brochures for the community).
4. Review methodology for updating the long-range forecast and plans.
5. Conduct with the Board public hearings to receive comments and recommendations for consideration relative to the budget development and publicize all hearings with emphasis on critical dates for public information and input.
6. Work with the Superintendent on the presentation of the administration's proposed budget.
7. Conduct with the Board public hearings during which the proposed budget prepared by the administration is:
  - a. Reviewed for conformance to Board approved guidelines.
  - b. Critically analyzed for support and justification.
8. Recommend to the Board a budget that meets the budget guidelines.
9. Collaborate with the Superintendent and Communications Committee on a budget brochure for taxpayers and other communications outreach efforts.

*Adopted by the Board of Education on October 6, 2015.*