

**Section 4-2.2. Annual budget preparation.** — A. The annual school budget is the financial outline of the division's education program. It presents a proposed plan of expenditures and the expected means of financing those expenditures. After adoption, it provides the primary means of managing expenditures. The fiscal year begins on the first day of July and ends on the thirtieth day of the following June.

B. The superintendent prepares, with the approval of the School Board, and submits to City Council, an estimate of the amount of money needed during the next fiscal year for the support of the public schools of the school division. The estimate sets up the amount of money needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary.

C. The superintendent or superintendent's designee prepares a budget calendar identifying all deadlines for the annual budgetary process. The calendar includes at least one work session for reviewing the budget and at least one public hearing on the budget. Notice of the time and place for the public hearing must be published at least ~~ten~~ seven days in advance, in a newspaper having general circulation within the City of Suffolk.

D. Upon approval of the school division's budget by City Council, the school division publishes the approved budget, including the estimated required local match, on its website and the document shall also be made available in hard copy as needed to citizens for inspection. (Adopted July 13, 1995; Revised November 16, 1995; Revised March 14, 2013; Ordinance Number 12/13-19; Effective Date: July 1, 2013; Revised May 12, 2016; Ordinance Number 15/16-29; Effective Date: July 1, 2016)

**Legal Authority** - Virginia Code §§ 15.2-2500, 22.1-91, 22.1-92, 22.1-93 (1950), as amended.