

## **BUSINESS OFFICE – OCTOBER 20, 2011**

### **ACCEPTANCE OF BUDGET DEVELOPMENT CALENDAR FOR THE 2012-2013 SCHOOL YEAR**

Oct. 26	Distribute budget preparation materials to administrators and coordinators
Nov. 3	Long Range Financial Plan Assumptions review
Nov. 17	Municipal Solutions presentation of Long Range Financial Plan
Dec. 2	Principals and coordinators to submit completed budgets to Business Office Central Administrators submit completed budget worksheets to Business Office
Jan. 19	Superintendent's presentation – Administration component
Feb. 2	Superintendent's presentation – Instruction component
Feb. 16	Superintendent's presentation – Capital component
Mar. 1	Revenue discussion
Mar. 15	BOE meeting to discuss budget issues Public hearing prior to budget adoption
Apr. 1	1 <sup>st</sup> advertisement for budget vote and 1 <sup>st</sup> advertisement for budget hearing
Apr. 5	BOE adopts budget
Apr. 10	2 <sup>nd</sup> advertisement for budget vote and 2 <sup>nd</sup> advertisement for budget hearing
Apr. 17	3 <sup>rd</sup> advertisement for budget vote and 3 <sup>rd</sup> advertisement for budget hearing
Apr. 18	Budget brochure sent to printer
Apr. 20	Last legal date for BOE to adopt a budget
Apr. 23	Transmit property tax report card to SED and Times Herald Record Transmit salary disclosure to SED
Apr. 30	Budget available for inspection
May 1	4 <sup>th</sup> Advertisement for budget vote and 4 <sup>th</sup> advertisement for budget hearing
May 3	Budget hearing (informational as required by law); final meeting opportunity for the public to learn about the budget that will be going before voters.
May 7	Mail budget notice to eligible voters
May 15	Budget vote/BOE elections
May 16	Declaration of election and vote results by BOE