



**Geneva Community Unit School District 304**  
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## Memorandum

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To: Kent Mutchler, Superintendent  
CC: Board of Education

From: Donna Oberg, Assistant Superintendent – Business Services

Date: September 18, 2013

Re: Public Hearing and Budget Adoption

The Preliminary Operations and Maintenance/Transportation Budget were presented to the Board on May 13, 2013. The Preliminary Education Budget was presented to the Board on June 24, 2013. The 2013-2014 fiscal year Budget was presented to the Board of Education for review at the Board of Education meeting on July 22, 2013. The 2013-2014 Budget has been on display in the Business Office. All budget documents pertaining to these presentations can be reviewed in Board Book.

The following documents are enclosed to assist the Board in their review of the budget prior to adoption of the 2013-2014 Budget on September 23, 2013:

1. Agenda for the Public Hearing
2. Budget Certificate
3. Proposed 2013-2014 Revenue and Expenditure Budget Summary
4. Legal Budget Form (ISBE 50-36)