



Memorandum

Date: 3/21/2012
 To: Principals, Directors
 Re: **Budget 2012-2013**

<u>Date Completed By</u>	<u>Task</u>	<u>Responsibility</u>
March 26-30, 2012	Administrative Budget Meetings Budget Process Review and Guidelines	Administration & Directors
April 2012 (TBA)	Budget Workshop(s) Compensation & Benefits Facilities & Maintenance Finance, Budget Overview and Objectives	Administrators Directors School Board Site Based Teams
April - May	Budget Managers Enter Data to System Budget Review & Revisions	Administration & Directors
June 8, 2012	FINAL Deadline for Budget Managers Entry	
June, TBA	Budget workshop(s) Review Progress Prioritize / Evaluate	Administration Directors School Board Site Based Teams
July, TBA	Budget workshop(s) Preliminary Budget	Administration Directors School Board
August, TBA	Special Meeting for budget workshop. (If necessary) Evaluate Certified Values / Adjust Evaluate Proposed Tax Rate	Administration Directors School Board
No more than 30 days or less than 10 days prior to adoption	Publish ad to notify the public.	Business Office
No later than August 20, 2011	Public hearing on budget Public hearing on tax rate. Review FIRST report	Trustees & Administration County Commissioners
No later than August 31, 2011	Special Meeting Public hearing on budget Public hearing on tax rate. Adoption of 2012-2013 Budget. Adoption of Resolution for 2012 tax rate.	Trustees & Administration