

November 19, 2010

To: Directors/Principals

Find attached your area's budget printouts for the 2011-2012 school year. I realize that these sheets are going out earlier than in prior years, but the business office will have a budget draft for board presentation by March 7, 2011.

The amount of the total budget allocation is the same per budget area as the prior year. If you need to make changes or move funds in the 2011-2012 budget year just make the changes in "red" in the blank spaces provided.

These sheets will need to be returned to the business office by **Friday, January 14, 2011** by noon. If you need to schedule an appointment to discuss your budget prior to this time please contact Janice Brooks at extension 4022.

Thank you in advance for your assistance in the budget development process for the 2010-2011 school year.

Sincerely,

Michael B. McSwain
CFO