

**March 8, 2012**

**TO: BOARD OF EDUCATION**

**FROM: Darrell Moon, Business Manager**

**RE: Request to Prepare Tentative Budget for FY13**

**Agenda Item 14-F**

The District 89 Budget is a dynamic document that is an on-going process requiring hundreds of hours of preparation, and requires the input from many different sources. Each year the Board of Education is required to formally instruct the Superintendent and designee (Business Manager) to prepare a tentative budget for the coming school year. When this tentative budget is completed it should be filed with the Board Secretary and presented to the District 89 Finance Committee. After any changes that the Committee decides to make, the budget will be presented to the Board of Education as the tentative budget. The tentative budget must be available to the public for a minimum of 30 days prior to adoption by the Board of Education. At least one hearing will be conducted by the Board of Education prior to final action. At least 30 days prior to the hearing, a notice of availability and such public hearing must be published in a newspaper published in the district. The Final Budget must be approved by the Board and sent to ISBE before the end of the first quarter of Fiscal Year 2013 (September 30, 2012).

**SUGGESTED MOTION: I move that the Board of Education instruct the Superintendent and designee (Business Manager) to prepare a tentative budget for the Fiscal Year 2013, which begins July 1, 2012, and ends June 30, 2013.**