

<b>Descriptor Term:</b>		<b>Descriptor:</b>	<b>Issued:</b>
ANNUAL BUDGET		DB-E	DRAFT
FY-10 BUDGET DEVELOPMENT CALENDAR		<b>Rescinds:</b>	<b>Issued:</b>
		DB-E	12/11/07
To Be Established	School Board work session(s) for budget		
January 8, 2009	Superintendent discusses budget concepts with administrative staff and gathers administrative input		
January 30, 2009	School/Departmental capital improvement/renovation plans due Long Range Plans from the schools due		
January 30, 2009	Enrollment projections completed		
January 30, 2009	Revenue projections due		
February 10, 2009	Budget concepts discussed with Board of Education (Revenue projections, capital improvements, and budget assumptions)		
February 10, 2009	Recommendation of licensed administrative staff (required by Feb. 15)		
February 11, 2009	Budget instructions and development materials distributed to staff during administrative meeting (allocations)		
February 27, 2009	Budgets due from principals and directors		
February 27, 2009	Furniture and equipment requests due from staff (unallocated fund request)		
February 27, 2009	Curriculum requests due (unallocated fund request)		
March 6, 2009	Requests for new staff with justification due from budget managers		
March 31, 2009	Administration and Board discuss budget concepts (furniture and equipment requests, curriculum requests, and new staff requests)		
April 3, 2009	Legislative session ends (approximate date)		
April 6, 2009	Licensed staff recommended for approval (required by April 15)		
April 28, 2009	Salary schedules presented for adoption to Board		
May 22, 2009	Contracts to licensed staff contingent upon salary guide		
June 23, 2009	Administration and Board discuss and refine budget		
TUPELO BOARD OF TRUSTEES			

ANNUAL BUDGET  
FY-10 BUDGET DEVELOPMENT CALENDAR

DB-E

July 14, 2009 budget	Work Session - Administration and Board discuss and refine
July 16, 2009	Budget draft completed
July 16, 2009	First public hearing newspaper advertisement and first quarter page tax notice publication if necessary
July 23, 2009	Second public hearing newspaper advertisement
July 28, 2009	Public hearing for the 2009-2010 budget, Hancock Leadership Center
August 11, 2009	Budget presented to Board for adoption
August 14, 2009	Required copies of budget presented to tax levying authority. Required tax resolution presented to tax levying authority. Budget managers provided copies of the adopted budget.
August 14, 2009	Budget confirmation for FY10 sent to the State Department of Education as required
August 14, 2009	Publish synopsis of budget in the newspaper as required