



Crockett County Schools

Memorandum

Date: 4/20/2010
 To: Principals, Directors
 Re: **Budget 2010-2011**

<u>Date Completed By</u>	<u>Task</u>	<u>Responsibility</u>
April 20, 2010	Administrative Budget Meeting Budget Process Review and Guidelines	Administration & Directors
May, TBA	Budget Managers Enter Data to System Budget Review & Revisions	Administration & Directors
	Budget Workshop(s) Compensation & Benefits Facilities & Maintenance Finance, Budget Overview and Objectives	Administrators Directors School Board
June 1, 2010	Deadline for Budget Managers Entry	
June 2010	Budget workshop(s) Review Progress Prioritize / Evaluate	Administration Directors School Board
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, 2010	Public hearing on budget Public hearing on tax rate. Review FIRST report	Trustees & Administration
No later than August 31, 2010	Special Meeting Public hearing on budget Public hearing on tax rate.	Trustees & Administration
	Adoption of 2010-2011 Budget. Adoption of Resolution for 2010 tax rate.	