

Descriptor Term: ANNUAL BUDGET FY-11 BUDGET DEVELOPMENT CALENDAR	Descriptor: DB-E	Issued: DRAFT
	Rescinds: DB-E	Issued: 1/13/09

To Be Established	School Board work session(s) for budget
January 13, 2010	Superintendent discusses budget concepts with administrative staff and gathers administrative input
January 29, 2010	School/Departmental capital improvement/renovation plans due Long Range Plans from the schools due
January 29, 2010	Enrollment projections completed
January 29, 2010	Revenue projections due
February 9, 2010	Budget concepts discussed with Board of Education (Revenue projections, capital improvements, and budget assumptions)
February 9, 2010	Recommendation of licensed administrative staff (required by Feb. 15)
February 10, 2010	Budget instructions and development materials distributed to staff during administrative meeting (allocations)
February 26, 2010	Budgets due from principals and directors
February 26, 2010	Furniture and equipment requests due from staff (unallocated fund request)
February 26, 2010	Curriculum requests due (unallocated fund request)
March 5, 2010	Requests for new staff with justification due from budget managers
March 30, 2010	Administration and Board discuss budget concepts (furniture and equipment requests, curriculum requests, and new staff requests)
April 2, 2010	Legislative session ends (approximate date)
April 13, 2010	Licensed staff recommended for approval (required by April 15)
April 27, 2010	Salary schedules presented for adoption to Board
May 25, 2010	Contracts to licensed staff contingent upon salary guide
June 22, 2010	Administration and Board discuss and refine budget

ANNUAL BUDGET
FY-10 BUDGET DEVELOPMENT CALENDAR

DB-E

July 13, 2010	Work Session - Administration and Board discuss and refine budget (Only is needed)
July 16, 2010	Budget draft completed
July 16, 2010	First public hearing newspaper advertisement and first quarter page tax notice publication if necessary
July 23, 2010	Second public hearing newspaper advertisement
July 27, 2010	Public hearing for the 2009-2010 budget, Hancock Leadership Center
August 10, 2010	Budget presented to Board for adoption
August 14, 2010	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, 2010	Budget confirmation for FY10 sent to the State Department of Education as required
August 14, 2010	Publish synopsis of budget in the newspaper as required