

**Parkrose School District #3**

**Agenda Item # \_\_\_\_\_**

<b>SUBMITTED BY:</b> Mary Larson (✓)	<b>DATE</b> 9/26/11
<b>APPROVED BY:</b> Building Administrator ( )	
Superintendent Karen Gray (X)	9/26/11
Director of Business & Operations Mary Larson (x)	9/26/11

**TOPIC:** Proposed Budget Calendar for Fiscal Year 2012-2013

**PURPOSE OF AGENDA ITEM:** [Why are you asking for Board review]:

Information \_\_\_\_ Policy Change \_\_\_\_\_ Action/Approval  X  Presentation/Special Request \_\_\_\_\_

**BACKGROUND:** Attachments: Y  X  N \_\_\_\_\_ LIST: Proposed Budget Calendar

**RATIONALE/DISCUSSION:**

The budget calendar has been prepared according to local budget law and a timeline used somewhat similar to the previous year. I recommend that approval and final adoption of the 2012-13 budget document reflects this schedule. This document will be used as the framework for the budget planning process.

**FINANCIAL IMPLICATIONS:**

A budget calendar is part of the planning purposes for implementing educational programs for the next fiscal year. This calendar incorporates the required deadlines as prescribed by Oregon Revised Statutes 294.305 through 294.565.

**RELATION TO GOALS:**

This calendar supports enhanced District communication as well as good fiscal management practices.

**ACTION REQUESTED:**

Parkrose School District Board of Directors adopts the attached calendar for the 2012-13\ fiscal year.

PARKROSE SCHOOL DISTRICT

2012-13

BUDGET CALENDAR

DATE	ACTIVITY
September 26, 2011	Announce Budget Committee vacancy
September 26, 2011	Adopt budget calendar for 2012-13 cycle
January 9, 2012	Board interviews applicants for Budget Committee Board appoints Budget Committee Member
February 13, 2012	Board/Budget Committee discussion prior to budget preparation
April 4, 2012	Publish first notice of organizational meeting (5-30 days prior to meeting, not less than seven days prior to second notice)
April 18, 2012	Publish second notice of organizational meeting (5-30 days prior to meeting, not less than seven days after first notice)
April 25, 2012	Organizational Meeting Budget Committee/Budget Message (7:00 PM)
May 2, 2012	Second Meeting Budget Committee (7:00 PM)
May 9, 2012	Optional Third Meeting (7:00 PM)
May 16, 2012	Publish budget hearing notice and budget summary (5-30 days prior to budget hearing)
May 29, 2012	Budget Hearing (7:00 PM)
May 29, 2012	Board adopts budget, make appropriations, levies taxes and categorizes the levy
Proposed Adoption 9/26/11	