

**ANNUAL BUDGET – POLICY DB-E
FY 11 BUDGET DEVELOPMENT**

Revised Based on Delay of State Budget

To be Established	School Board work session for budget development	To be Established	School Board work session(s) For budget development
Jan 13, 2010	Superintendent discusses budget concepts with administrative staff	Feb 9, 2010	Recommendation of licensed administrative staff (required by Feb 15)
Jan 29, 2010	School/Departmental capital improvement/renovation plans due Long Range plans from the schools due	April 5-9, 2010	Superintendent discusses budget concepts with administrative staff and gathers administrative input
Jan 29, 2010	Enrollment projections Completed	April 6, 2010	Enrollment projection completed
Jan 29, 2010	Revenue projection due	April 9, 2010	Update on capital improvement/renovation plans scheduled for summer of 2010 and school year 2010-2011
Feb 9, 2010	Budget concepts discussed with Board of Education (Revenue projections, capital improvements, and budget assumptions	April 13, 2010	Budget concepts discussed with Board of Education What things are known and unknown about FY11 budget
Feb 9, 2010	Recommendation of licensed administrative staff (required by Feb. 15)	April 13, 2010	Licensed staff recommended for approval. (required by April 15)
Feb 10, 2010	Budget instructions and development materials distributed to staff during administrative meeting (allocations)	April 14, 2010	Curriculum request due (unallocated fund request)
Feb 26, 2010	Budgets due from principals and directors	April 14, 2010	Requests for new staff with justification due from budget managers
Feb 26, 2010	Furniture and equipment Requests due from staff (unallocated fund request)	April 20, 2010	Legislature reconvenes to develop/consider FY2011 State budget

Feb 26, 2010	Curriculum request due (unallocated fund request)	April 27, 2010	Revenue projections due
March 5, 2010	Requests for new staff with justification due from budget managers	May 11, 2010	Administration and Board Discuss budget concepts (revenue projects, capital improvements, equipment requests, curriculum requests, and new staff requests
March 30, 2010	Administration and Board discuss budget concepts (furniture and equipment requests, curriculum requests and new staff requests)	May 11, 2010	Salary schedules presented for adoption to the Board
April 2, 2010	Legislative session ends (approximate date)	May 12, 2010	Budget instructions and development materials distributed to staff during administrative meetings (allocations)
April 13, 2010	Licensed staff recommended for approval (required by April 15)	May 19, 2010	Budgets due from principals and directors
April 27, 2010	Salary schedules presented for adoption to Board	May 25, 2010	Contracts to licensed staff contingent upon salary guide
May 25, 2010	Contracts to licensed staff contingent upon salary guide	June 22, 2010	Administration and Board discuss and refine budget
June 22, 2010	Administration and Board discuss and refine budget	July 6, 2010	Work Session – Administration and Board discuss and refine budget (only if needed)
July 13, 2010	Work Session – Administration and Board discuss and refine budget (only if needed)	July 16, 2010	Budget draft completed
July 16, 2010	Budget draft completed	July 16, 2010	First public hearing newspaper advertisement and first quarter page tax notice publication if necessary
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 23, 2010	Second public hearing newspaper advertisement	July 27, 2010	Public hearing for the 2010-2011 budget. Hancock Leadership Center
July 27, 2010	Public hearing for the 2010-2011 budget. Hancock Leadership Center	Aug 10, 2010	Budget presented to Board for adoption
Aug 10, 2010	Budget presented to Board for adoption	Aug 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.
Aug 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.	Aug 14, 2010	Budget confirmation for FY11 sent to the State Department of Education as required
Aug 14, 2010	Budget confirmation for FY11 sent to the State Department of Education as required	Aug 14, 2010	Publish synopsis of budget in the newspaper as required
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