

<b>Descriptor Term:</b>		<b>Descriptor:</b>	<b>Issued:</b>
ANNUAL BUDGET FY-09 BUDGET DEVELOPMENT CALENDAR		DB-E	DRAFT
		<b>Rescinds:</b> DB-E	<b>Issued:</b> 12/12/06
To Be Established	School Board work session(s) for budget		
January 16, 2008	Superintendent discusses budget concepts with administrative staff and gathers administrative input		
January 18, 2008	Long Range Plans from the schools due		
January 18, 2008	Enrollment projections completed		
January 18, 2008	School/Departmental capital improvement/renovation plans due		
January 25, 2008	Revenue projections due		
January 29, 2008	Budget concepts discussed with Board of Education (Revenue projections, capital improvements, and budget assumptions)		
February 12, 2008	Recommendation of licensed administrative staff (required by Feb. 15)		
February 13, 2008	Budget instructions and development materials distributed to staff during administrative meeting (allocations)		
February 26, 2008	Budgets due from principals and directors		
February 26, 2008	Furniture and equipment requests due from staff (unallocated fund request)		
February 29, 2008	Curriculum requests due (unallocated fund request)		
March 7, 2008	Requests for new staff with justification due from budget managers		
March 25, 2008	Administration and Board discuss budget concepts (furniture and equipment requests, curriculum requests, and new staff requests)		
April 4, 2008	Legislative session ends (approximate date)		
April 8, 2008	Licensed staff recommended for approval (required by April 15)		
April 29, 2008	Salary schedules presented for adoption to Board		
May 19, 2008	Contracts to licensed staff contingent upon salary guide		
June 24, 2008	Administration and Board discuss and refine budget		
TUPELO BOARD OF TRUSTEES			

ANNUAL BUDGET  
FY-09 BUDGET DEVELOPMENT CALENDAR

DB-E

July 11, 2008	Administration and Board discuss and refine budget
July 17, 2008	Budget draft completed
July 17, 2008	First public hearing newspaper advertisement and first quarter page tax notice publication if necessary
July 24, 2008	Second public hearing newspaper advertisement
July 29, 2008	Public hearing for the 2007-2008 budget, Hancock Leadership Center
August 12, 2008	Budget presented to Board for adoption
August 15, 2008	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 15, 2008	Budget confirmation for FY08 sent to the State Department of Education as required
August 15, 2008	Publish synopsis of budget in the newspaper as required