

2017-2018 BUDGET DEVELOPMENT CALENDAR

DUE BY	OBJECTIVE	PERSONS RESPONSIBLE
December 21, 2017	Student/Staff projections for upcoming school year	Principals
January 19, 2018	Principals meet with CIT to discuss budget develop procedures & campus needs using CIP	Principals
January 22, 2018	Budget worksheets available for teacher access	CFO/Principals
February 16, 2018	Review budgets with Campus Improvement Teams (CIT)	CIT Membership: Principal, teachers, parents, community & business rep's
February 23, 2018	Preliminary budgets provided to CFO & Superintendent	Principals and Directors
March 6, 2018	Review proposed budgets with Principals & Directors	Superintendent
March 23, 2018	Review changes and/or corrections with campus staff	Principals and Directors
April 6, 2018	Deadline to submit final changes from the campuses & departments	Principals & Directors
May 14, 2018	Budget workshop with the school board	CFO & Superintendent
June 11, 2018	2nd review of the budget with the school board	CFO & Superintendent
10-30 days prior to budget hearing	Publish budget hearing in the newspaper	CFO & Superintendent's secretary
June 25, 2018	Public hearing & adopt the budget	School Board
10-30 days prior to tax hearing	Publish tax rate hearing in the newspapers	CFO & Superintendent Secretary
September 10, 2018	Adopt tax rate	School Board