

**BUDGET CALENDAR
Schedule**

Date	Task	Responsibility for Task
July	Budget School allocation amounts and codes are sent to the schools.	Supervisor of Finance
November/ December	Budget Preparation Documents are distributed to Principals and other Supervisors and Administrators.	Supervisor of Finance
January	School and Division Budget Requests are received.	School Principals Supervisors
January/ February	Central Office Meetings on the Budget for input.	Superintendent Supervisor of Finance
	Survey on budget priorities Made available to public.	Superintendent
February	Superintendent's Proposed Budget Presentation to the Board.	Superintendent
March	Board of Education Work Session on Budget-Open to Public	Superintendent/Board
March	Board has Public Hearing on proposed Budget.	Superintendent/Board
March/April	Board Adopts Budget.	Superintendent/Board
April/May	Signed Budget sent to the County Commissioners.	Superintendent/ Supervisor of Finance