



(FY19) BUDGET PREPARATION ADOPTION SCHEDULE (9/11/17)

DATE	DESCRIPTION
2017 –	Instructions provided to Administrators
September 11 / October 2	School Board to approve the FY18 Budget Preparation Adoption Schedule/Budget Priorities, Assumptions and Process
October 20	Deadline for administrators to submit proposed budget data in IVEe to Business Office
October 23-27	SAU staff to work on remaining budget documents
November 8	Business Administrator to provide budget to Superintendent
November 8-13	Review budget documents with Business Administrator
November 13-28	Superintendent to review budget(s) with Administration
December 11	Superintendent to present Proposed Budget to School Board
2018 –January 2 (Tuesday)	School Board Special Session (Organizational Meeting)
January 4 (Thursday)	School Board Budget Workshop (1/2 of presentations)
January 8	School Board Meeting--remaining presentations
January 16 (Tuesday)	Budget workshop--CPI to be released based upon a 12-month average
January 22	Budget Workshop
January 29	Budget Workshop
February 5	School Board Meeting to Adopt Budget
February 12	School Board Meeting to Adopt Budget – Backup Date
February 14	School Budget due to City Manager – Tentative Date
April 4	Supt to present Proposed Budget to City Council – Tentative Date
April 18	School Budget Public Hearing – Tentative Date
May - TBD	City Budget (including School Budget) Adoption

APPROVED: