BUDGET TIMEFRAME

Q1: First Quarter (July – September)
1. Finance Staff submits calendar for budget process to the Board of Education ("Board")
2. Finalized by Board of Education at the October Business Meeting
3. Board provides direction for developing initial revenue projection
4. Superintendent Submits funding priorities to Board of Education
5. Board of Education begins developing its funding priorities for the following fiscal year
6. Initial Revenue projection provided to the Board – updated throughout process

Q2: Second Quarter (October – December)
1. Board provides funding priorities to the Superintendent
2. Budget Templates and Instructions sent out to Department Heads and Principals
3. Budget Templates returned to Budget Office for consolidation and review
4. Enrollment and Staffing Projections for following fiscal year Business Meeting
5. Business Meeting –Draft Budget Presentation

Q3 & Q4: Third Quarter (January – March) & Fourth Quarter (April – June)
1. Superintendent's Budget Presentation
2. Public Hearing – adjusted for school break if necessary
3. Budget Deliberations – adjusted for school break if necessary
4. Budget Adoption by the Board of Education
5. Transmittal to City Hall

Cross-ref: Budget Policy (6110)