

EAST PENN SCHOOL DISTRICT

2016-2017 BUDGET TIMELINE

- September 29, 2015 Email budget worksheets, per pupil allotment and timeline to Administrators.
- October 13, 2015..... Teachers and department chairs submit non-technology requisitions to the appropriate principal/director. Principals submit building maintenance requests to the Facilities Manager.
- October 27, 2015..... Budget preparation worksheets and cyclical tools must be returned to Business Office.
- November 2-4, 2015 Administrators review budgets with Superintendent and Business Manager.
- December 7, 2015 Budget Outlook presentation to the Board
- December 14, 2015 Last Board meeting prior to deadline for resolution not to exceed the index
- December 22, 2015 Last day to make proposed preliminary budget available to the public if not adopting resolution not to exceed the index
- December 30, 2015 Give public notice of intent to adopt the 2016-17 preliminary budget unless resolution was adopted not to exceed the index
- January 11, 2016..... Adoption of proposed preliminary budget if did not pass resolution not to exceed the index
- February 1, 2016 Preliminary budget must be submitted to PDE if exceeding index
- February 4, 2016 Deadline to publish notice of intent to file for exceptions
- February 11, 2016 Deadline to seek PDE approval for exceptions
- April 11, 2016 First draft Proposed Final budget and notebook distributed to Board
- April 25, 2016 Board budget discussion
- May 9, 2016..... Proposed Final (Tentative) budget presented to Board for adoption. It must then be made available for public inspection 20 days prior to final adoption and notice of intent must be made 10 days prior to final adoption.
- June 13, 2016..... Budget presented to Board for final approval