

# EAST PENN SCHOOL DISTRICT

## 2015-2016 BUDGET TIMELINE

- October 6, 2014..... Email budget worksheets, per pupil allotment and timeline to Administrators.
- November 7, 2014 ..... Teachers and department chairs submit non-technology requisitions to the appropriate principal/director.  
Principals submit building maintenance requests to the Facilities Manager.
- November 21, 2014 ..... Budget preparation worksheets and cyclical tools must be returned to Business Office.
- December 3-5, 2014 ..... Administrators review budgets with Superintendent and Business Manager.
- January 12, 2015..... Budget Outlook presentation to the Board
- January 20, 2015..... Last day to make proposed preliminary budget available to the public if not adopting resolution not to exceed the index
- January 26, 2015..... Last Board meeting prior to deadline for resolution not to exceed the index
- January 30, 2015..... Give public notice of intent to adopt the 2015-16 preliminary budget unless resolution was adopted not to exceed the index
- February 9, 2015 ..... Adoption of proposed preliminary budget if did not pass resolution not to exceed the index
- February 23, 2015 ..... Preliminary budget must be submitted to PDE if exceeding index
- February 26, 2015 ..... Deadline to publish notice of intent to file for exceptions
- March 5, 2015..... Deadline to seek PDE approval for exceptions
- April 13, 2015 ..... First draft Proposed Final budget and notebook distributed to Board
- April 27, 2015 ..... Board budget discussion
- May 11, 2015..... 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 22, 2015..... Budget presented to Board for final approval