

EAST PENN SCHOOL DISTRICT

2017-2018 BUDGET TIMELINE

- October 5, 2016 Email budget worksheets, building/department allocations and the budget timeline to Administrators
- October 13, 2016 Teachers and department chairs submit non-technology requisitions to the appropriate principal/director. Principals submit building maintenance requests to the Facilities Director.
- October 20, 2016 Budget preparation worksheets and Budget Proposal worksheets must be returned to Business Office
- Oct 24 to Nov 3, 2016 Administrators review budgets with Superintendent and Business Administrator.
- *December 12, 2016 Budget Outlook presentation to the Board
- *January 23, 2017 Presentation of a Proposed Preliminary Budget -or- adoption of a resolution indicating the District will not raise the rate of any tax by more than its Act 1 index.
- January 24, 2017 Place the Proposed Preliminary Budget on display for public inspection ¹
- February 3, 2017 Give public notice of intent to adopt the Preliminary Budget ¹
- *February 13, 2017 Adoption of the Preliminary Budget ¹
- February 20, 2017 Preliminary Budget must be submitted to PDE ¹
- February 23, 2017 Deadline to publish notice of intent to file for referendum exceptions ¹
- March 2, 2017 Deadline to seek PDE approval for referendum exceptions ¹
- *March 13, 2017 Interim budget presentation to the Board
- *April 10, 2017 Proposed Final Budget presentation to the Board
- *April 24, 2017 Board discussion of the Proposed Final Budget
- *May 8, 2017 Adoption of the Proposed Final (Tentative) Budget. 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.
- *May 22, 2017 Board discussion of the Final Budget
- *June 12, 2017 Adoption of the Final Budget

* School Board Meeting

¹ Task is not completed if a resolution is adopted on January 23, 2017.