

EAST PENN SCHOOL DISTRICT

2018-2019 BUDGET TIMELINE

- September 20, 2017 The Business Office will distribute budget worksheet and building/department allocations to administrators
- October 4, 2017 Teachers and department chairs submit non-technology requisitions to the appropriate administrator. Principals submit building maintenance requests to the Facilities Director
- October 18, 2017 Budget preparation worksheets and Budget Proposal worksheets must be returned to the Business Office
- Oct 24 to Nov 1, 2017 Administrators review budgets with Superintendent and Business Administrator.
- *December 11, 2017 Budget Outlook presentation to the Board
- *January 22, 2018 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 23, 2018 Place the Proposed Preliminary Budget on display for public inspection ¹
- February 2, 2018 Give public notice of intent to adopt the Preliminary Budget ¹
- *February 12, 2018 Adoption of the Preliminary Budget ¹
- February 19, 2018 Preliminary Budget must be submitted to PDE ¹
- February 23, 2018 Deadline to publish notice of intent to file for Act 1 exceptions ¹
- March 1, 2018 Deadline to seek PDE approval for Act 1 exceptions ¹
- *March 12, 2018 Interim budget presentation to the Board (if needed)
- *March 26, 2018 Proposed Final Budget presentation to the Board
- *April 09, 2018 Board discussion of the Proposed Final Budget
- *April 23, 2018 Adoption of the Proposed Final 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 14, 2018 Board discussion of the Final Budget
- *June 11, 2018 Adoption of the Final Budget

* School Board Meeting

¹ Task is not completed if a resolution is adopted on January 22, 2018.