

# **EAST PENN SCHOOL DISTRICT**

## **2019-2020 BUDGET TIMELINE**

- September 19, 2018 ..... The Business Office will distribute budget worksheet and building/department allocations to administrators
  
- October 5, 2018 ..... Teachers and department chairs submit non-technology requisitions to the appropriate administrator. Principals submit building maintenance requests to the Facilities Director
  
- October 17, 2018 ..... Budget preparation worksheets and Budget Proposal worksheets must be returned to the Business Office
  
- Oct 23 to Oct 31, 2018 ..... Administrators review budgets with Superintendent and Business Administrator.
  
- \*December 10, 2018 ..... Budget Outlook presentation to the Board
  
- \*January 14, 2019 ..... 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 22, 2019 ..... Place the Proposed Preliminary Budget on display for public inspection <sup>1</sup>
  
- February 1, 2019 ..... Give public notice of intent to adopt the Preliminary Budget <sup>1</sup>
  
- \*February 11, 2019 ..... Adoption of the Preliminary Budget <sup>1</sup>
  
- February 25, 2019 ..... Preliminary Budget must be submitted to PDE <sup>1</sup>
  
- February 28, 2019 ..... Deadline to publish notice of intent to file for Act 1 exceptions <sup>1</sup>
  
- March 7, 2019 ..... Deadline to seek PDE approval for Act 1 exceptions <sup>1</sup>
  
- \*March 11, 2019 ..... Interim budget presentation to the Board (if needed)
  
- \*March 25, 2019 ..... Proposed Final Budget presentation to the Board
  
- \*April 08, 2019 ..... 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 13, 2019 ..... Board discussion of the Final Budget
  
- \*June 10, 2019 ..... Adoption of the Final Budget

\* School Board Meeting

<sup>1</sup> Task is not completed if a resolution is adopted on January 14, 2019.