

# **EAST PENN SCHOOL DISTRICT**

## **2022-2023 BUDGET TIMELINE**

- October 1, 2021 ..... The Business Office will distribute budget worksheets and budget allocations to central office and building leaders
- October 13, 2021 ..... Teachers and department chairs submit non-technology requisitions to the appropriate administrator. Principals submit building maintenance requests to the Facilities Director
- October 22, 2021 ..... Deadline for Building and CO leaders to submit budgets and priority requests.
- Oct 25 to Nov 5, 2021 ..... Building leaders will meet with their level-specific Assistant Superintendent to review their building budget and discuss priority items they submitted.  
CO Leaders and Athletic Director will meet with the Superintendent and Business Administrator to review CO department budgets
- Oct 27 to Oct 30, 2021 ..... CO leaders will meet to review and discuss all priority requests.
- Nov 8 to Nov 10, 2021 ..... CO leaders will meet to rank priority requests.
- \*January 24, 2022 ..... Presentation of a Proposed Preliminary Budget -or- adoption of an “opt out” resolution indicating the District will not raise the rate of any tax by more than its Act 1 index

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- January 25, 2022 ..... Place the Proposed Preliminary Budget on display for public inspection <sup>1</sup>
- February 4, 2022 ..... Give public notice of intent to adopt the Preliminary Budget <sup>1</sup>
- \*February 14, 2022 ..... Adoption of the Preliminary Budget <sup>1</sup>
- February 19, 2022 ..... Preliminary Budget must be submitted to PDE <sup>1</sup>
- February 24, 2022 ..... Deadline to publish notice of intent to file for Act 1 exceptions <sup>1</sup>
- March 3, 2022 ..... Deadline to seek PDE approval for Act 1 exceptions <sup>1</sup>

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- \*May 9, 2022 ..... 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 24, 2022 ..... Place the Proposed Final Budget on display for public inspection
- June 3, 2022 ..... Give public notice of intent to adopt the Final Budget
- \*June 13, 2022 ..... Adoption of the Final Budget

\* School Board Meeting

<sup>1</sup> Task is not completed if a resolution is adopted on or before January 24, 2021.