

**SCHOHARIE CENTRAL SCHOOL DISTRICT**

**2012-2013 BUDGET DEVELOPMENT CALENDAR**  
**During 2011-12 School Year**

<b><u>Time Frame</u></b>	<b><u>Task</u></b>	<b><u>Responsibility</u></b>
October 2011	Budget Planning Handbook and process reviewed, and revisions made.	Superintendent & Business Admin.
	Superintendent meets with Administrators to review Budget Handbook and procedures	Superintendent
November 2011	Enrollment projections reviewed with Administration	Superintendent
	Program Goals, Instructional Needs submitted to Superintendent	Administrators
December 2011	Support Staff personnel requests, with rationale, submitted to Business Administrator	Administrators & Department Supervisors
	Staffing, Supplies, Equipment and other Expenses for Operations & Maintenance and Transportation submitted to Business Admin.	Supv. of Bldg./Grounds Transportation Director
	Special Maintenance needs submitted to Business Administrator (Routine summer projects, with no budget impact, can be identified up until mid-April.)	Administrators
	Instructional Staffing requests, with rationale, submitted to Superintendent	Administrators
	Instructional Equipment requests submitted to Business Administrator	Administrators
	Supplies, Conferences, and Other Expenses requests submitted to Business Admin.	Administrators

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January 2012	Analysis of revenue projections and budget requests to assemble Draft Budget	Superintendent & Business Admin.
	Internal meetings to review requests and make modifications	Superintendent & Administrators
February 1 2012	First Draft of <u>Projected</u> Budget presented to Board of Education	Superintendent & Business Admin.
Feb. – Apr. 2012	Review of Budget at worksessions	Board, Supt. & Administrators
March 7 2012	Public Information Session on <u>Tentative</u> Budget	Superintendent & Board of Ed.
April 4 2012	Adoption of <u>Proposed</u> Budget to be considered by voters in May	Board of Education
April 2012	Budget Newsletter written & printed	Superintendent & Business Admin.
May 2 2012	Public Hearing on Proposed 2012-13 Budget	Board of Education
May 3 2012	Budget Newsletter distributed	Superintendent & Business Admin.
<b>May 15 2012</b>	<b>BUDGET VOTE BOARD MEMBER ELECTION BUS PURCHASE PROPOSITION</b>	

**NOTE: Except for the May 15, 2012 date for the vote by the public, other dates are subject to change.**