

M.S.A.D. #11 BUDGET TIME LINE as of October 4, 2007

October 1 – 31

Walk-through all physical plants with Superintendent, Business Manager, Director of Plant Operations, Principal and Head Custodian to prepare a list of maintenance issues for budget.

December 1 – 31

Formally start the school budget for 2008 - 2009

All requests for additional personnel and capital improvement should be on a separate list and will be discussed as part of global issues affecting the budget.

November 27

Combination Finance/Long Range Committee Meeting to discuss Capital Improvement Plan

December 15

State subsidy print-out based on the Commissioner's recommendation due at Central Office. (we have not received this document until May for the last two years.)

January 1 – 15 Moody orders will be done on the Internet. Teachers can begin imputing orders for next year. User names and pass-words are the same as last year. Orders have to be approved by Central Office before final submission.

January 22

Update Finance Committee with Budget to date – Salaries & Benefits

February 1

All budgets to Central Office

February 19

Update Finance Committee with Budget to date – Operation & Maintenance of Plant – fixed debt. Begin to discuss warrant articles

February 1 -28

Central Office to compile District Budget

March 18

Finance Committee to discuss warrant articles

March 1 – 31

Appointments with Administrators to review budgets

March 1 – 31

Budget work sessions with Board, Administrators, and Central Office.

April 22

Finance Committee to make any last minute adjustments to budget

April 1 – 24

Finalize budget

April 24

Board vote to set budget – this allows for sufficient time to prepare ballots for voting machines. Budget must be approved by this date

May 8

Special Meeting to sign warrants for Budget Meeting

Special Meeting to sign warrants for Budget Referendum

(Special Meeting to sign warrants for reorganization)

May 9

Serve warrants on the towns, deliver absentee ballots.

May 1 – 15

Publication of budget – budget hearings for public

May 11

Serve warrants on the towns, deliver absentee ballots.

May 15

Budget newsletter

May 20

Posting of the Public Hearing – no later than 7 days before the Public Hearing

May 27

Budget Meeting – no later than 10 days before the referendum – voters ratify by a show of hands the following articles:

1. Regular Instruction
2. Special Education
3. Career and Technical Education
4. Other Instruction, including summer school and extracurricular
5. Student and Staff Support
6. System Administration
7. School Administration
8. Transportation and buses
9. Facilities Maintenance
10. Debt Service and other commitments
11. All other expenditures, including school lunch
12. Budget summary article
13. Total Education costs funded by the EPS allocation

14. Non-state funded debt service costs approved by the legislative body
15. Additional local funds

June 10

Date for Referendum -

1. School budget
2. School reorganization plan