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## Operational Services

### Timeline for Development and Approval of Budget and Levy

#### September

- Superintendent in cooperation with staff develops summer capital improvement projects
- Board of Education adopts resolution directing the Superintendent to prepare the next fiscal year budget

#### October

- Board of Education reviews long-range capital improvement priorities for summer work
- Board of Education reviews long-range operational projections for the next five (5) years and sets expenditure assumptions

#### November

- Board of Education reviews and confirms capital improvement projects and bidding
- Board of Education reviews tentative levy and places on display
- District administration reviews staffing pattern priorities
- District administration prepares two year budget with functional analysis

#### December

- Board of Education reviews and confirms operational projections for the next five (5) years
- Board of Education adopts levy
- Staffing Plan development
- Continue review of staffing pattern priorities

#### January

- Continue Staffing Plan development
- Continue review of staffing pattern priorities
- Administration and staff develops supplies and materials requests for next year

#### February

- Personnel recommendations are received

#### March

- Current year purchase orders are completed and all funds encumbered on March 1

#### April

- Administration's recommendation for the next year's fiscal budget is presented to the Board of Education for review
- Board of Education approves the staffing plan for next school year
- Personnel recommendations are acted upon
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#### May/June

- Board adopts tentative budget and directs Superintendent to place it on public review

Reviewed: February 28, 2005, April 23, 2012

Adopted: March 21, 2005

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