

Actual # Days Prior to Primary Election	Date to be Completed	Description of Activity to be completed
	11/17/2014 COMMITTEE MTG	Superintendent conducts an internal review and comparison of the budget, reviewing prior year's actuals against the approved budget, and presents to the Board of School Directors the comparison of the rough-cut budget outlining estimated revenues, expenditures, and associated assumptions used in developing the estimates. Board Policy 4020.2
	12/15/2014 TENTATIVE DATE	Board in partnership with the Superintendent refines goals based on rough-cut budget. Board Policy 4020.2
	1/12/2015 BOARD MEETING	Board directs Board Secretary to Advertise Public Notice of Intent to approve the 2015-2016 Preliminary Budget at the February 9, 2015 Board meeting no later than 1/30/2015 as must give 10 days notice unless resolution adopted not to raise the rate of any tax by more than its index. Deadline to give Public Notice is 2/8/15 or 10 days prior to preliminary budget adoption deadline.
	1/26/2015 COMMITTEE MTG SPECIAL BOARD MTG?	Superintendent presents to the Board either a "Proposed Preliminary Budget" or a recommended resolution indicating taxes will not be raised above the "Index." The Board of School Directors acts on Superintendent's recommendation as mandated by PDE under Act 1. Intent here is to get any additional input if any changes are needed from Proposed Preliminary Budget before Preliminary Budget is approved on February 9, 2015. Special Board Meeting is only needed if Board chooses to adopt a resolution pursuant to Section 311(d)(1) indicating that it will not raise the rate of any tax by more than its index or if Board does not direct to advertise public notice at 1/12/15 meeting of intent to approve Proposed Budget on 2/9/15 Special Board Meeting: Board directs Board Secretary to Advertise Public Notice of Intent to approve the 2015-2016 Preliminary Budget at the February 9, 2015 Board meeting no later than 1/30/2015 as must give 10 days notice unless resolution adopted not to raise the rate of any tax by more than its index. Deadline to give Public Notice is 2/8/15 or 10 days prior to preliminary budget adoption deadline.
112	1/27/2015	School District to make 2015-2016 Proposed Preliminary Budget available for public inspection unless resolution adopted pursuant to Section 311(d)(1) indicating that it will not raise the rate of any tax by more than its index. 112.00 days before the Primary Election. Section 311©; 311(d)(1) - DEADLINE IS 1/29/15 OR 110 DAYS PRIOR TO PRIMARY ELECTION
	1/31/2015	Deadline to submit a copy of resolution adopted pursuant to 311(d)(1) and proposed tax rate increases to Department of Education if Board decided not to raise taxes above index. Section 311(d)(2). 5.00 DAYS AFTER RESOLUTION ADOPTION.
99	2/9/2015 BOARD MEETING	Board votes to approve Preliminary Budget as presented. Directs the administration to submit the preliminary Budget and proposed tax rate increases to PDE on or before February 23, 2015 ; Directs the Board Secretary to publish the required notice of intent to file for referendum exceptions on or before February 26, 2015; and authorizes the administration to apply for PDE for referendum exceptions prior to the March 5, 2015, deadline. Deadline to adopt the Preliminary Budget is 2/18/15 AND must be 90 days before Primary Election.
	2/23/2015 COMMITTEE MTG	Business Administrator conducts Budget Workshops with the Board Finance committee to review projected revenues, line item expenditures, and staffing and requests for new programs, services or personnel. Board Policy 4020.2
	2/26/2015	School District deadline to publish notice in newspaper of intent to request approval from Department of Education for a referendum exception. Section 333(j)(2)
75	3/5/2015	Deadline for School District to seek approval from Department of Education for referendum exceptions requiring their approval. Section 333(c)(3) Deadline is 75 days prior to primary election. Section 333(j)

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	3/9/2015 BOARD MEETING	Provide Board with update on Budget progress.
	3/30/2015 COMMITTEE MTG	Business Administrator conducts Budget Workshops with the Board Finance committee to review projected revenues, line item expenditures, and staffing and requests for new programs, services or personnel. Board Policy 4020.2
	4/13/2015 BOARD MEETING	Superintendent report on budget status. Provide Administration recommended cuts/adds, if available.
	4/27/2015 COMMITTEE MTG	Superintendent prepares and presents a Proposed Budget to the Finance Committee. Board Policy 4020.2 Recommendations provided to board from Administration on potential cuts/adds. Board provides guidance to Administration on cuts/adds. Business Administrator conducts Budget Workshops with the Board Finance committee to review projected revenues, line item expenditures, and staffing and requests for programs, services or personnel. Board Policy 4020.2
	5/11/2015 BOARD MEETING	Budget discussion if necessary.
	5/19/2015	PRIMARY ELECTION
	5/26/2015 COMMITTEE MTG	Budget discussion at committee. School Board authorizes Administration to advertise of its intent to approve the Final Budget at the 6/29/15 special board meeting
	5/28/2015 SPECIAL BOARD MTG 12:00 pm meeting?	Board Finance Committee recommends Proposed School Budget to the Board of School Directors. Board Policy 4020.2 Approve the 2015-2016 Proposed Final Budget and mail Certification of use of PDE 2028 to the Dept of Ed. Section 687 (a)(1) * Must be done no later than May 31, 2015
Days Before Final 28	6/1/2015	Make 2015-2016 Proposed Final Budget available for public inspection on PDE - 2028. Section 312 (c) * Due 20 days prior to final budget adoption deadline.
	6/8/2015 BOARD MEETING	Budget Discussion if necessary.
14	6/15/2015	School District advertises to offer public notice of its intent to adopt the 2015-2016 Final Budget . Section 312 (c); Section 687(a)(2)(i) * Due 10 days prior to final budget adoption date.
	6/29/2015 COMMITTEE MTG SPECIAL BOARD MTG	Adopt Final Budget . Section 312 (a) Adopt resolution for homestead/farmstead exclusion. Section 505 (a)(4) Tax Structure and resource allocation resolution. Annual resolution for Act 1 (installment payments) * Annual deadline is June 30th. Board of School Directors adopts Final School Budget and certifies that the Final Budget complied with the requirements of Section 687 of the School Code. Board Policy 4020.2
	7/15/2015	School District deadline to submit 2015-2016 Final Budget to Department of Education on PDE form 2028. Section 687 (b)