

**Warren County School District**  
**2012-2013 ACT 1 Preliminary Budget Timeline**  
**DRAFT FORM**

DATE	EVENT	WHERE	TIME	Additional Information
<b>Sep-11</b>				
Thursday, September 1, 2011	PDE Publishes 2012-2013 base index for tax increase and 2012-2013 PDE Budget timeline.			
Monday, September 12, 2011	Regular Board Meeting	WCCC	7:00pm	
Monday, September 26, 2011	Finance Committee Meeting	WCCC	9:00pm	
Friday, September 30, 2011	PDE notifies school district of their 2012-2013 adjusted index.			
<b>OCTOBER 2011</b>				
Monday, October 10, 2011	Regular Board Meeting	WCCC	7:00pm	
Tuesday, October 25, 2011	Organizational meeting for Budget Team for the 2012-13 budget.			
Monday, October 31, 2011	Finance Committee Meeting	WCCC	9:00pm	
<b>NOVEMBER 2011</b>				
Tuesday, November 1, 2011	Budget Team to meet on budget			
Tuesday, November 8, 2011	Budget Team to meet on budget			
Monday, November 14, 2011	Regular Board Meeting	WCCC	7:00pm	
Tuesday, November 15, 2011	Budget Team to meet on budget			
Monday, November 21, 2011	Finance Committee Meeting	WCCC	9:00pm	
Tuesday, November 22, 2011	Budget Team to meet on budget			
<b>DECEMBER 2011</b>				
Monday, December 5, 2011	Organizational Meeting	WCCC	7:00pm	
Monday, December 5, 2011	Regular Board Meeting	WCCC	7:30pm	
Tuesday, December 6, 2011	PDE deadline to notify school districts of school year AFR date to be used when calculating referendum exceptions.			
Tuesday, December 6, 2011	Budget Team to meet on budget			
Thursday, December 29, 2011	Special Board Meeting to approve the advertising of the Preliminary Budget			
Saturday, December 31, 2011	Last day for school districts to mail annual homestead/farmstead notices.			
<b>JANUARY 2012</b>				
Tuesday, January 3, 2012 **	Deadline to make 2012-2013 proposed preliminary budget available for public inspection.			
Wednesday, January 5, 2012	The deadline by which the school board must make its FY 2012-2013 proposed preliminary budget available for public inspection, or it may adopt a resolution indicating that it won't raise taxes above the index.			110 days prior to primary election
Tuesday, January 10, 2012	No later than 5 days after adoption of the resolution indicating that a school district will not raise taxes above the index, a school district must submit information on the proposed tax rate increase to the PDE along with a copy of the resolution.			
Friday, January 13, 2012	Last day to publicly advertise the intention to adopt the 2012-13 budget.			
Monday, January 23, 2012	Special Board Meeting to adopt Preliminary Budget Proposal	WCCC	TBD	
Wednesday, January 25, 2012	PDE deadline to adopt 2012-2013 Preliminary Budget Proposals			90 days prior to primary election
Monday, January 30, 2012	Deadline to submit to PDE a preliminary budget for FY 2012-2013 and the related proposed tax rate increases on a uniform form prepared by the PDE			85 days prior to primary election
<b>FEBRUARY 2012</b>				
Thursday, February 2, 2012	School board must publish a notice of intent to file for exceptions with the PDE.			7 days prior to filing the petition
Thursday, February 9, 2012	Deadline by which school district must seek PDE approval for exceptions.			
Thursday, February 9, 2012	Deadline by which the PDE will inform districts whether their proposed tax rate increase is less than or equal to the index.			
Thursday, February 9, 2012	Within 10 days of receipt of a school district's information, the PDE will notify a district that adopted a resolution indicating that taxes will not be raised above the index whether its FY 2012-2013 proposed tax rates are equal to or less than its index.			
Friday, February 24, 2012	Districts that have not submitted for exceptions may submit referendum questions to election officials if the district is seeking voter approval of a tax rate increase in excess of its index. If a District wishes to go above the index plus the amount of any exceptions, the District may submit a referendum question to the election officials.			60 days prior to primary election
Wednesday, February 29, 2012	The deadline by which the PDE must rule on school districts' petitions seeking exceptions.			

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<b>MARCH 2012</b>				
Thursday, March 1, 2012	The annual deadline by which a homeowner may file a homestead and farmstead application with the assessor.			
Monday, March 5, 2012	If the district submitted for exceptions and the exception has been denied, the District may submit a referendum question to the election officials			50 days prior to primary election
<b>APRIL 2012</b>				
April 2012	Director of Business Services conducts Budget Workshops with the Board Finance committee to review projected revenues, line item expenditures, and staffing requests for new programs, services or personnel. Superintendent prepares and presents a proposed final budget to the Finance Committee.			
Friday, April 20, 2012	The annual deadline on which the Secretary of the Budget notifies the PDE whether it is authorized to provide school districts with property tax reduction allocations.			
Tuesday, April 24, 2012	When a school district is placing a referendum question to exceed the index before the voters, the election officials, in consultation with the school board, will draft a non-legal interpretative statement to accompany the referendum question, prior to the Primary.			
Tuesday, April 24, 2012	Primary Election			
<b>MAY 2012</b>				
May 2012	Board Finance committee recommends final proposed school budget to the Board of School Directors.			
Tuesday, May 1, 2012	The annual deadline by which the county assessor will provide a school district with a certified homestead/farmstead report.			
Tuesday, May 1, 2012	The annual deadline by which the PDE will notify districts of the amount of their state allocation of property tax reduction funding, if property tax reduction funds are available.			
Thursday, May 31, 2012	The school district must adopt FY 2012-2013 proposed final budgets and mail Certification of Use of PDE-2028 to PDE.			
<b>JUNE 2012</b>				
Friday, June 1, 2012	A school district must furnish new tax enactments, repeals and changes to DCED no later than June 1 to require withholding of a new tax, withholding at a new rate, or to suspend withholding of such tax effective July 1, 2012.			
Sunday, June 10, 2012	The school board will make its proposed final budget available for public inspection on form PDE-2028. <b>Since this is a Sunday, June 8, 2012 becomes the deadline.</b>			20 days prior to the final adoption
Friday, June 15, 2012	The annual deadline by which DCED will release withholding rates on the Local Tax Withholding Register.			
Wednesday, June 20, 2012	A school board must give public notice of its intent to adopt its FY 2012-2013 final budget ( <b>deadline</b> ).			10 days prior to the final budget adoption
Saturday, June 30, 2012	The annual deadline by which the school board must: adopt its FY 2012-2013 final budget; adopt a resolution implementing the homestead and farmstead exclusion; adopt a resolution authorizing the collection and payment of school real property taxes, excluding any interim or delinquent school property taxes, in installments from individuals or small business owners.			

Dates and times to be determined by Finance Committee.

Proposed

\*\* Must be 20 days prior to board adopting Preliminary Budget

Source: PASBO