

Actual # Days Prior to Primary Election	Date to be Completed	Description of Activity to be completed
	11/9/2015 BOARD MEETING	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
	11/16/2015 COMMITTEE	Budget Discussion as needed
	12/7/2015 ORGANIZATION MEETING BOARD MEETING	Budget Discussion as needed
	12/21/2015 COMMITTEE SPECIAL BOARD MEETING	Board in partnership with the Superintendent refines goals based on rough-cut budget. Board Policy 4020.2
	1/4/2016 SPECIAL BOARD MEETING (IF NOT ON 12/14 OR 12/21)	Board directs Board Secretary to Advertise Public Notice of Intent to approve the 2016-2017 Proposed Preliminary Budget at the January 25, 2016 Special Board meeting. Must be done 10 days in advance or no later than 1/15/2016 OR adopt resolution that the district with not raise the rate of any tax by more than its index. Deadline to give Public Notice is 1/17/16 but must be 10 days prior to Proposed Preliminary Budget adoption (Deadline to adopt is 1/27/16).
110	1/7/2016	School District to make 2016-2017 Proposed Preliminary Budget available for public inspection (on or before January 7) 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. 110.00 days before the Primary Election. Section 311©; 311(d)(1) - DEADLINE IS 1/7/16 OR 110 DAYS PRIOR TO PRIMARY ELECTION
	1/11/2016 BOARD MEETING	Budget discussion as necessary.
	1/12/2016	If resolution adopted, School District deadline to submit a copy of resolution adopted pursuant to 311(d)(1) and proposed tax rate increases to Department of Education. Section 311(d)(2).
92	1/25/2016 COMMITTEE MTG SPECIAL BOARD MTG	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 1, 2016 ; Directs the Board Secretary to publish the required notice of intent to file for referendum exceptions on or before February 4, 2016 (Section 333(j)(2) : 1 week before referendum exceptions must be filed); and authorizes the administration to apply for PDE for referendum exceptions prior to the February 11, 2016 deadline (Section 333 (j) 75 days prior to primary election). Deadline to adopt the Preliminary Budget is 1/27/16 AND must be 90 days before Primary Election.
	2/4/2016	Deadline to publish intent to file for referendum exceptions. Section 333(j)(2)
	2/8/2016 BOARD MEETING	Budget discussion as necessary.
	2/11/2016	Deadline to apply for referendum exceptions. Section 333 (j)
	2/29/2016 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

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	3/14/2016 BOARD MEETING	Provide Board with update on Budget progress.
	3/28/2016 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
	4/11/2016 BOARD MEETING	Budget discussion if necessary.
	4/25/2016 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
	4/26/2016	GENERAL PRIMARY ELECTION
	5/9/2016 BOARD MEETING	Budget discussion if necessary.
	5/31/2016 COMMITTEE MTG SPECIAL BOARD MTG	Budget discussion at committee. Board Finance Committee recommends Proposed School Budget to the Board of School Directors. Board Policy 4020.2 Approve the 2016-2017 Proposed Final Budget and mail Certification of use of PDE 2028 to the Dept of Ed. Section 687 (a)(1) School Board authorizes Administration to advertise of its intent to approve the Final Budget at the 6/20/16 special board meeting * Proposed Final Budget must be submitted no later than May 31, 2016
Days Before Final 33	5/25/2016	Make 2016-2017 Proposed Final Budget available for public inspection on PDE - 2028. Section 312 (c) * Due 20 days prior to final budget adoption deadline.
21	6/6/2016	School District advertises to offer public notice of its intent to adopt the 2016-2017 Final Budget . Section 312 (c); Section 687(a)(2)(i) * Due 10 days prior to final budget adoption date.
	6/13/2016 BOARD MEETING	Budget Discussion if necessary.
	6/27/2016 COMMITTEE MTG SPECIAL BOARD MTG	Adopt Final Budget . Section 312 (a) IF NOT DONE ON 6/13/16 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
	7/15/2016	School District deadline to submit 2016-2017 Final Budget to Department of Education on PDE form 2028. Section 687 (b)
