

Actual # Days Prior to Primary Election	Date to be Completed	Description of Activity to be completed
	11/21/2016 COMMITTEE	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 * Board may give direction to Administration that it does not intend to raise taxes above adjusted index (1.92 mills) and for Administration to prepare resolution for December 5, 2016 Board Meeting.
	12/5/2016 ORGANIZATION MEETING BOARD MEETING	Budget Discussion as needed. * Board may give direction to Administration that it does not intend to raise taxes above adjusted index (1.92 mills) and for Administration to prepare resolution for December 5, 2016 Board Meeting.
	12/19/2016 COMMITTEE SPECIAL BOARD MEETING ?	Board in partnership with the Superintendent refines goals based on rough-cut budget. Board Policy 4020.2 Board directs Board Secretary to Advertise Public Notice of Intent to approve the 2017-2018 Proposed Preliminary Budget at the February 13, 2017 Board meeting. Must be done 10 days in advance or no later than 2/3/2017 OR adopt resolution that the district will not raise the rate of any tax by more than its index.
	1/9/2017 Board Meeting	
	1/30/2017 COMMITTEE	Budget discussion. Introduce updated draft of 5 & 7 year project plans for Textbooks, Technology and Buildings & Grounds.
	2/13/2017 BOARD MEETING	Budget discussion as necessary.
	2/27/2017 COMMITTEE MTG	Business Administrator conducts Budget Workshops with the Board Finance committee to review projected revenues, line item expenditures, staffing and requests for new programs, services or personnel. Board Policy 4020.2
	3/13/2017 BOARD MEETING	Budget discussion if necessary.
	3/27/2017 COMMITTEE MTG	Business Administrator conducts Budget Workshops with the Board Finance committee to review projected revenues, line item expenditures, staffing and requests for new programs, services or personnel. Board Policy 4020.2
	4/10/2017 BOARD MEETING	Budget discussion if necessary.
	4/18/2017 BUDGET WORK SESSION	Special work session to discuss budget.
	4/24/2017 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, staffing and requests for new programs, services or personnel. Board Policy 4020.2
	5/8/2017 BOARD MEETING	Budget discussion if necessary.

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	5/16/2017	GENERAL PRIMARY ELECTION
	5/18/2017 TENTATIVE BUDGET WORK SESSION	5:00 PM Special work session to discuss budget.
	5/22/2017 COMMITTEE MTG	Budget discussion at committee.
Days Before Final 31 Must be 30 prior to Final adoption	5/26/2017 SPECIAL BOARD MEETING	8:00AM Board Finance Committee recommends Proposed School Budget to the Board of School Directors. Board Policy 4020.2 Approve the 2017-2018 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 6/26/17 Special Board Meeting * Proposed Final Budget must be submitted no later than May 31, 2017 Make 2017-2018 Proposed Final Budget available for public inspection on PDE - 2028. Section 312 (c) * Due 20 days prior to final budget adoption deadline.
	5/31/2017 STATE DEADLINE	Deadline to adopt 2017-2018 Proposed final budget and upload the signed Certification of Use into the Consolidated Financial Reporting System (CFRS) application.
21	6/5/2017	School District advertises to offer public notice of its intent to adopt the 2017-2018 Final Budget . Section 312 (c); Section 687(a)(2)(i) * Due 10 days prior to final budget adoption date.
	6/12/2017 BOARD MEETING	Budget Discussion if necessary.
	6/26/2017 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
	7/15/2017 or 15 days after adoption	School District deadline to submit 2017-2018 Final Budget to Department of Education on PDE form 2028. Section 687 (b)