

2012-2013 Budget Calendar

Evansville Community School District

	Task	Responsibility
November	Create Budget Calendar for BOE approval Administrative Budget Retreat	District Administrator and Business Manager
December	Prepare preliminary 2012-13 budget draft	Business Manager
January	BOE Budget Meeting – January 14 th , 2012, 8am-12 Present 2012-13 budget process and philosophy by January 31 st . Budget worksheets are created and distributed to designated staff as determined by budget model *Non-renewal notices	District Administrator and Business Manager Business Manager
February	Completed budget documents are due to administrators District Office needs assessment to BOE	Administrators District Administrator
March	Building and Department budget packets are due to Business Manager Staffing Proposal is created and submitted to BOE (EEA only)	Principals and Directors District Administrator and Business Manager
April	*April 15 th – Layoff notices due to EEA (enrollment) *April 15 th – Notice from EEAA members to return for 2012-13 Budget update to BOE	District Administrator Business Manager
June	*June 5 th – Layoff notices due EEA (budget constraints) First draft of 2012-13 budget presented to BOE	District Administrator Business Manager
July	Second draft of 2012-13 budget presented to BOE for approval Community Hearings on Proposed 2012-13 Budget	District Administrator and Business Manager District Administrator
September	Annual meeting and budget hearing. Third Friday pupil count	Administration and School Board
October	State aid and equalized property values are finalized Final budget is presented for approval Tax levy is certified	Business Manager School Board Business Manager and School Board
November	2013-14 budget process begins	District Administrator and Business Manager

*Per current labor contract language