

# 2013-2014 Budget Calendar

## Evansville Community School District

	v	Task	Responsibility
November		Create Budget Calendar for BOE approval	Business Manager
December		Administrative Budget Retreat Prepare preliminary 2013-14 budget draft – Baird Model	Business Manager Business Manager
January		BOE Budget Meeting – January 12, 2013 8-11:00  Present 2013-14 budget process and philosophy by January 31 <sup>st</sup> . *Non-renewal notices for Administrators	District Administrator and Business Manager
February		Principals begin building budget process with staff Directors begin developing department budget	Principals Directors
March		*March 1 <sup>st</sup> deadline for teachers to notify District of retirement and be eligible for \$500 stipend  Staffing Proposal is created and submitted to BOE	District Administrator and Business Manager
April		*April 1 <sup>st</sup> deadline for teachers to notify District of retirement and not be subject to \$500 penalty Building and department budget presentations to JR, DT, PL  *April 15 <sup>th</sup> – Layoff notices due to EEA (enrollment)  Budget update to BOE  District notified of insurance premium changes for health and dental care	Principals, Directors  District Administrator  Business Manager
June		*June 5 <sup>th</sup> – Layoff notices due EEA (budget constraints)  First draft of 2013-14 budget presented to BOE	District Administrator  Business Manager
July		Second draft of 2013-14 budget presented to BOE for approval  Community Hearings on Proposed 2013-14 Budget	Business Manager and 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		2014-2015 budget process begins	District Administrator and Business Manager

\*Per current labor contract language

Board Approved: 11/26/2012