

**Board of Education Policy**

**BUDGET DEADLINES AND SCHEDULES**

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The Superintendent of Schools, with the assistance of the School Business Official, shall have responsibility for developing and adhering to a budget calendar. The Board will consider and adopt such a calendar in advance of the preparation of the district's annual budget. The calendar shall present a plan of action for the estimation and completion of the proposed annual budget during the ensuing school year. The calendar is to identify necessary budgetary activities and the schedule, with deadlines, for each activity. It will also indicate to whom the responsibility for completion of each budget activity has been delegated. The calendar shall contain preliminary dates for the Board of Education's consideration of the tentative budget and the dates for public hearings on the final budget, including those required by statute.

**Adopted:** 08/22/1996  
**Reviewed:** 02/09/2000 08/26/2015 11/20/2019  
**Revised:** 03/08/2000 09/30/2015 12/11/2019