



STATE COLLEGE AREA SCHOOL DISTRICT  
Office of Finance and Operations  
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VI-E

To: Robert J. O'Donnell  
From: Randy Brown and Donna Watson  
Date: November 22, 2017  
Re: Budget Development 2018-2019

Following discussion with the Finance Committee, the proposed budget development calendar for 2018-2019 is presented. As discussed previously, the administration recommends review and analysis of specific areas of the budget on an annual and rotational basis. Certain areas require discussion and review on an annual basis due to their size and impact on the budget, while others may rotate on alternate years. The attached chart provides a schedule for budget development.

**State College Area School District  
 Budget Development 2018-19  
 Budget Calendar**

<b>Budget Area</b>	<b>Review Frequency</b>	<b>Presentation to Finance Committee</b>	<b>Presentation to Board</b>
Revenue	Annual	December 14, 2017	December 18, 2017
Community Education/CEEL	Rotational	December 14, 2017	December 18, 2017
Preliminary Budget-Proposed Opt out Resolution	Annual	Not Applicable	January 8, 2018
Approval of Opt out Resolution	Annual	Not Applicable	January 22, 2018
Charter School Tuition	Annual	January 18, 2018	January 22, 2018
PSERS	Annual	January 18, 2018	January 22, 2018
Building Budget Methodology	Annual	January 18, 2018	January 22, 2018
Debt Service/Capital	Annual	February 15, 2018	February 26, 2018
Transportation	Rotational	February 15, 2018	February 26, 2018
Salaries/Benefits	Annual	February 15, 2018	February 26, 2018
Regular Programs	Annual	March 15, 2018	March 26, 2018
Special Education	Rotational	March 15, 2018	March 26, 2018
Proposed Programming	As Appropriate	As Appropriate	As Appropriate

<b>Budget Area*</b>	<b>Review Frequency</b>
Food Services	Rotational
Operation & Maintenance of Plant Services	Rotational
Information Technology	Rotational
Vocational Education/CTC	Rotational
Delta	Rotational
Support Services	Rotational

\*Budget areas will be analyzed on a rotational basis across multiple budget years.