

FRANKLIN LAKES BOARD OF EDUCATION

2016-2017 BUDGET PREPARATION CALENDAR DRAFT

Aug. 19, 2015	Preparation of assumptions, priorities and constraints by Superintendent and Business Administrator and Board Finance Committee
Sept. 16, 2015	Review sources of revenue and operational efficiencies by Superintendent and Business Administrator and Board Finance Committee
Oct. 9, 2015	Principals to be given above mentioned document with their per-pupil allotment and necessary forms to prepare building budget
Oct. 12 - Oct. 23, 2015	a) Principals prepare building budget b) Supervisor of Special Services and Counseling and Director of Curriculum & Instruction prepare budgets c) Superintendent and Business Administrator prepare district wide budget
Oct. 26 - Oct. 30, 2015	Superintendent and Business Administrator meet with Administrators to review prepared budgets
Prior to Nov. 6, 2015	Superintendent and Business Administrator meet with Board Finance Committee to review preliminary budget
Nov. 18, 2015	Superintendent and Business Administrator meet with Board Finance Committee to review REVISED budget
Dec. 2, 2015	Submit tentative budget to the full Board
Dec.15, 2015	Submit REVISED tentative budget to the full Board
Month of January 2016	REVIEW/REVISE tentative budget
Month of February 2016	State Aid and budget cap figures received from Department of Education
Feb. 23, 2016	Presentations of tentative budget
March 10, 2016	Adoption of Tentative Budget for submission to County Office
March 21 to April 21	Board reviews budget for final budget adoption
April 26, 2016	Board of Education holds public hearing and adopts final budget to submit to the County Superintendent.