

FRANKLIN LAKES BOARD OF EDUCATION  
2017-2018 BUDGET PREPARATION CALENDAR

DRAFT

Sept. 16, 2016	Review sources of revenue and operational efficiencies by Superintendent and Business Administrator and Board Finance Committee.
Oct. 14, 2016	Review sources of revenue and operational efficiencies by Superintendent and Business Administrator and Board Finance Committee. Prepare assumptions, priorities and constraints with Finance Committee
Oct. 15, 2016	Principals to be given above mentioned document with their per-pupil allotment and necessary forms to prepare building budget
Oct. 16 - Oct. 21, 2016	a) Principals prepare building budget  b) Supervisor of Special Services and Director of Curriculum & Instruction prepare budgets  c) Superintendent and Business Administrator prepare district wide budget
Oct. 24 - Nov. 4, 2016	Superintendent and Business Administrator meet with Administrators to review prepared budgets
Nov. 18, 2016	Superintendent and Business Administrator meet with Board Finance Committee to review preliminary budget
Dec. 9, 2016	Superintendent and Business Administrator meet with Board Finance Committee to review REVISED budget
Month of January 2017	Submit tentative budget to the full Board
Month of February 2017	State Aid and budget cap figures received from Department of Education
Feb. 21, 2017	Presentations of tentative budget
March 14, 2017	Adoption of Tentative Budget for submission to County Office
March 15 to April 21, 2017	Board reviews budget for final budget adoption
April 25, 2017	Board of Education holds public hearing and adopts final budget to submit to the County