

## SALEM CITY SCHOOL DISTRICT

### 2020-2021 BUDGET PREPARATION CALENDAR

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|---------------------|---|
| November            | Discuss preliminary budget information with the Administrative team   |
| November - December | Principals and Supervisors prepare budget information   |
| November            | Work session discussion of 2020-2021 school budgets   |
| December            | Work session review of budget timeline and proposed tuition rates for 2020-2021   |
| December-January    | Business Administrator and Superintendent review Principals' and Supervisors' budget needs with Principals and Supervisors individually   |
| January             | Business Administrator begins preparation of budget draft and meets with Superintendent to review draft   |
| January-February    | Business Administrator and Superintendent refine budget for presentation of recommended expenditures draft to work session. Revenue portions will only be speculative based on flat funding |
| February            | Review of updated budget information with work session  |
| February            | Business Administrator and Superintendent adjust budget based on work session directives  |
| February            | Approximate date of State Aid amounts   |
| March               | Superintendent submits preliminary budget to the Board of Education for its approval at the March 11, 2020 BOE meeting to submit to County Executive Superintendent for review              |
| March-April         | Superintendent and Business Administrator prepare strategies for budget presentations   |
| April               | Work session update and preview of Public Hearing information   |
| April               | Receive approval from the Executive County Superintendent to allow district to advertise the budget statement   |
| April               | Advertise Notice of Public Hearing  |
| May                 | Present county-approved budget to the Board of Education for adoption at a Public Hearing to be held May 6, 2020  |