

Business and Financial Affairs

Budget Synch Calendar

March 2009

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
			Allocations to Schools	
9	10	11 Community MTG.	12 1. Budget Templates to Acct's 2. OCR Coordination 3. REA Numbers Due	13
		Budget Information Sessions	ELL & SPED Allocations	Budget Guidelines Online
16	17	18	19 Community Mtg.	20 Community Mtg.
School Budget Prep				
23	24 COB Admin Reduction Presentation	25 Community Mtg. Web Survey	26	27
	Budget Help Sessions		Program Allocations	
School Budget Prep				
30	31			
School Budget Prep				

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Budget Synch Calendar

April 2009

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 Close March books
		Prepare Budget Summary Book		
6	7	8 Complete Rev. Projection	9	10
School Budget Help Sessions			Program Budget Help Sessions	
Prepare Budget Summary Book				
13	14	15	16	17 1200- Templates Complete Turned in to Budget Analysts
Prepare Budget Summary Book				
20	21	22	23 Book to Printer	24
Final Prep of Budget Summary Book				
27 Back from Printer	28	29 Book to Board Secretary	30	

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Budget Synch Calendar

May 2009

Monday	Tuesday	Wednesday	Thursday	Friday
				1 School and Program Budgets Due
			Budget Adjustments/Prep for Adoption	
4	5 COB Qtrly Report & Budget Recs.	6	7	8
Budget Adjustments/Prep for Adoption				
11	12 Budget Forum – Staff & Public	13	14	15
Budget Adjustments/Prep for Adoption				
18	19	20	21	22
Budget Adjustments/Prep for Adoption				
25	26 Budget Forum – Staff & Public	27	28	29
Final Budget Adoption Presentation Prep				
Budget Adjustments/Prep for Adoption				

Business and Financial Affairs Budget Synch Calendar June 2009

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 <div style="border: 1px solid black; background-color: #008080; color: white; padding: 2px; display: inline-block; margin: 5px auto; width: 80%;">Final Budget Adoption Presentation Prep</div>	3	4 Budget Adoption Presentation Complete	5
8	9 COB Budget Adoption	10	11	12
15	16 BOE Budget Adoption	17	18	19
22	23	24	25	26
29	30 Deadline for Budget Adoption			