



2019-2020 Budget Calendar

09/01/18	PDE Required to Publish the Base Act 1 Index for 2019-2020: (2.3%)
09/30/18	PDE to Notify District of Their Adjusted 2019-2020 Adjusted Index
Oct. 18	Date TBD – Board Retreat – <u>Topic</u> : Budget Philosophy
10/03/18	Cabinet Reviews Prior Year's Budgeting Process Including Discussion of the Goals, Objectives and Budget Concerns for the Upcoming Year. Spending Parameters and Building Allocations are Developed
10/31/18	Office Administrators Review, Prioritize and Approve Detailed Requests Per Pupil Budget Allocations are Calculated and Provided to Each School <u>All Administrators</u> Submit Personnel Requests to Human Resources
12/06/18	MAJOR STEP #1: School District Adopt Resolution Authorizing Proposed Preliminary Budget Display and Advertising
12/12/18	Cost Centers, <u>Including Buildings</u> , Submit Approved Requests to the Business Office by Entering Them into Keystone. Submit Furniture and Equipment Documentation to the Business Office
12/19/18	Compile Proposed Preliminary Building Allocations, Department Budgets and Revenue Projections for Review by the Superintendent and Cabinet
12/19/18	Proposed Preliminary Budget is Modified as Necessary and Submitted to the Superintendent and Cabinet for Final Review
01/02/19	Final Draft of the Proposed Preliminary Budget for submission to the Superintendent
01/10/19	Final Draft of the Proposed Preliminary Budget Distributed to the Board of School Directors
01/24/19	MAJOR STEP #2: Proposed Preliminary Budget for 2019-2020 Must be Made Available to the Public on Form PDE-2028 or the School Board of Directors Must Adopt Opt-Out Resolution (110 days prior to the Primary Election or 20 days prior to the Preliminary Budget Adoption)
02/04/19	School District Deadline to Publish Notice of Intent to Adopt 2019-2020 Preliminary Budget (10 days prior to preliminary budget adoption) — N/A if Opt-Out
02/05/19	School District Deadline to Submit PDE Copy of Opt-Out Resolution
02/14/19	MAJOR STEP #3: Proposed Date for the School Board of Directors to Adopt Preliminary Budget on Form PDE-2028 — N/A if Opt-Out Resolution was Adopted

02/25/19 ~~School District Deadline to Submit to PDE Preliminary Budget~~ ~~N/A if Opt-Out~~

02/28/19 ~~School District Deadline to Publish & Post on Website Notice of Intent to Apply for PDE Referendum Exception~~ ~~N/A if Opt-Out (1 week prior to filing request with PDE)~~

03/07/19 ~~School District Deadline to Request Approval from PDE for Referendum Exceptions~~ ~~N/A if Opt-Out~~

04/01/19 Purchasing Cut-Off for 2018-2019

04/25/19 MAJOR STEP #4: Proposed Date for the Board of School Directors to Approve Proposed Final Budget for 2019-2020 (30 days prior to final)

05/17/19 Deadline to Make Proposed Final Budget on Form PDE-2028 Available for Public Inspection (20 days prior to final)

05/21/19 KEY DATE: PA Primary Election

05/27/19 School District Deadline to Publish Notice of Intent to Adopt Final Budget (10 days prior to final)

06/06/19 MAJOR STEP #5: Proposed Date for the Board of School Directors to Approve FINAL 2019-2020 Budget.

06/14/19 Buildings Receive Notice Regarding Entering Requisitions for 2019-2020

07/01/19 Tax Bills

07/15/19 School District Deadline to Submit Final Budget to PDE on Form PDE-2028

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*The Highlighted Text Indicates Board Approval Needed