

## 2016-2017 BUDGET TIMELINE

<b>9/18/2015</b>	<b>Budget packets released to administrators for completion.</b>
<b>10/13/2015</b>	<b>Preliminary staffing needs due in Superintendent's Office.</b>
<b>10/13/2015</b>	<b>Building maintenance requests due in (Ass't. to the Superintendent's Office.) Preliminary divisional budgets due in Business Office. Tentative approval for building maintenance requests.</b>
<b>10/14/2015 thru 11/16/2015</b>	<b>Review of staffing needs by Superintendent.</b>
<b>12/01/2015</b>	<b>Fall athletic supplies and equipment requests due in Business Office.</b>
<b>1/04/2016</b>	<b>Advertising of 2016-2017 Preliminary Budget.</b>
<b>1/04/2016</b>	<b>Distribution of 2016-2017 Preliminary Budget to the Board.</b>
<b>1/04/2016</b>	<b>Preliminary Budget available for public inspection.</b>
<b>1/06/2016</b>	<b>Advertise for bids for fall athletic supplies and equipment.</b>
<b>1/14/2016</b>	<b>Adoption of 2016-2017 Preliminary Budget.</b>
<b>1/15/2016 thru 1/27/2016</b>	<b>Snow date for special meeting for the adoption of the 2016-2017 Preliminary Budget if needed.</b>
<b>1/27/2016</b>	<b>PA Department of Education (PDE) deadline to adopt the 2016-2017 Preliminary Budget.</b>
<b>2/01/2016</b>	<b>Deadline for submission of the PDE FORM 2028 2016-2017 Preliminary Budget containing the proposed tax increase to PDE.</b>
<b>2/04/2016</b>	<b>Deadline to publish notice of intent to request approval from PDE for referendum exceptions.</b>
<b>2/11/2016</b>	<b>Deadline for PDE notification that submitted 2016-2017 Preliminary Budget whether the proposed tax rates are equal to or less than the Act 1 index. Deadline to submit exception filing to PDE.</b>
<b>2/25/2016</b>	<b>Award bids for fall athletic supplies and equipment.</b>
<b>2/26/2016</b>	<b>Deadline for submitting a backend referendum question to the county board of elections if not seeking an exception.</b>
<b>3/02/2016</b>	<b>Deadline for PDE or court to rule on exception filings.</b>

<b>3/07/2016</b>	<b>Janitorial supplies, janitorial equipment, general supplies, office and classroom furniture and audio-visual hardware/supply request due in the Business Office.</b>
<b>3/07/2016</b>	<b>Deadline to submit backend referendum question if referendum exceptions are denied by PDE.</b>
<b>4/07/2016</b>	<b>Award bids for classroom and office furniture.</b>
<b>4/10/2016</b>	<b>Distribute the 2016-2017 Final Proposed Budget to the Board. Advertise 2016-2017 Final Proposed Budget and intent to adopt at May and June meetings. Staffing authorization.</b>
<b>4/11/2016</b>	<b>Winter athletic supply requests due in Business Office.</b>
<b>4/15/2016</b>	<b>PA Secretary of the Budget certifies the total amount available for distribution in the Property Tax Relief Fund.</b>
<b>4/26/2016</b>	<b>Primary election.</b>
<b>5/01/2016</b>	<b>PDE notifies school districts of the amount of their state allocation of property tax reduction funding. Assessor provides each school district with a certified report with information on homestead and farmstead properties.</b>
<b>5/01/2016 thru 5/31/2016</b>	<b>Budget revisions.</b>
<b>4/28/2016 or 5/12/2016</b>	<b>Public Forum on the 2016-2017 Proposed Final Budget. Tentative approval of the 2016-2017 Proposed Final Budget.</b>
<b>5/26/2016</b>	<b>Award of audio-visual, general supply and janitorial bids. Advertise for bids for winter athletic supplies and equipment.</b>
<b>5/31/2016</b>	<b>PDE deadline for approval of the 2016-2017 Proposed Final Budget. Deadline to submit Certification of Use of PDE-2028 to PDE.</b>
<b>6/12/2016 or 6/26/2016</b>	<b>Adopt the 2016-2017 Final Budget. Adopt a resolution implementing the homestead/farmstead exclusion.</b>
<b>6/26/2016</b>	<b>Award bids for winter athletic supplies and equipment.</b>
<b>6/30/2016</b>	<b>PDE deadline for adopting 2016-2017 Final Budget.</b>
<b>7/06/2016</b>	<b>Spring athletic supply requests due in Business Office.</b>
<b>7/12/2016</b>	<b>Advertise for bids for spring athletic supplies and equipment.</b>