

FRANKLIN LAKES BOARD OF EDUCATION  
2018-2019 BUDGET PREPARATION CALENDAR

DRAFT

Sept. 8, 2017	Review sources of revenue and operational efficiencies by Superintendent and Business Administrator and Board Finance Committee.
Oct. 13, 2017	Evaluate sources of revenue and operational efficiencies by Superintendent and Business Administrator and Board Finance Committee. Prepare assumptions, priorities and constraints with Finance Committee
Oct. 16, 2017	Principals to be given above mentioned document with their per-pupil allotment and necessary forms to prepare building budget
Oct. 16 - Oct. 27, 2017	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.13, 2017	Superintendent and Business Administrator meet with Administrators to review prepared budgets
Nov. 14, 2017	Superintendent and Business Administrator meet with Board Finance Committee to review preliminary budget
Dec. 8, 2017	Superintendent and Business Administrator meet with Board Finance Committee to review REVISED budget
Month of January 2018	Submit tentative budget to the full Board
Month of February 2018	State Aid and budget cap figures received from Department of Education
Feb. 20, 2018	Presentations of tentative budget
March 13, 2018	Adoption of Tentative Budget for submission to County Office
March 14 to April 21, 2018	Board reviews budget for final budget adoption
April 24, 2018	Board of Education holds public hearing and adopts final budget to submit to the County Superintendent.