

March – June 2018	School Board determines/updates goals for SRSD.
April 30, 2018	Superintendent, Business Administrator and 2 Budget Committee representatives meet to discuss preliminary budget timeline.
May 3, 2018	Budget Committee Organizational & Planning meeting
May 10, 2018	Budget Committee meeting
June 4, 2018	Preliminary financial audit work
July 31, 2018	Estimate year end unreserved fund balance
August 13 – 17, 2018	Financial audit field work
August 31, 2018	Complete financial audit – confirm year end fund balance
September 1, 2018	Submit DOE 25 and MS 25, tie to year end unreserved fund balance
September 2018	District prepares comprehensive Capital Replacement Plan for textbooks, technology, furniture and fixtures, music and athletic equipment. District prepares comprehensive Capital Improvement Plan for district facilities. School Board presents list of priorities to Superintendent for upcoming budget. Budget target determined. Leadership team develops guidelines for budget preparation, criteria for new programs to be proposed in budget.
October 12, 2018	Departmental budgets, purpose, goals and accomplishments and program budget and explanations are due to the Business Office.
October 15, 2018	Administrators present budgets to Leadership Team, Leadership Team recommends final budget to Superintendent, all site budgets are updated in the accounting software, and administrators update narratives as necessary.
October 22, 2018	Calculate Default Budget <i>(may need to modify before posting if anticipated contractual cost change)</i>
October 26, 2018	Business Office to calculate estimated regular and special education tuition rate for the Fremont School District.
October 29, 2018	Calculate projected revenues & anticipated tax rate
November 1, 2018	Estimated tuition rate due to Fremont
November 7, 2018	Superintendent presents recommended budget at Joint meeting - School Board & Budget Committee @ regular Board Meeting

November 6, 2018 School District Clerk to notify Supervisors of the Checklist in each town of the district meeting date.

November 15, 2018 Noon deadline for all budget questions to be submitted to Administration

November 29, 2018 Joint meeting - School Board @ Budget Committee's meeting, Q&A follow-up, Leadership Team present

Tentative School Board budget review meeting – Hold date if needed to complete School Board budget work.

December 5, 2018 School Board approves preliminary budget

December 6, 2018 Budget Committee meeting budget preparation

SAU office to submit the following public notices to Carriage Towne News for publication:

December 12, 2018 and January 2, 2019 publications:

January 8, 2019 – Deadline for petitioned warrant articles and collective bargaining agreements.

January 9, 2019 – Bond Hearing, if necessary (Snow date January 10, 2019), (To be held on or before the third Tuesday in January (*deadline January 15, 2019*), no earlier than 60 days before deliberative session).

January 10, 2019 – Budget Committee Public Hearing on proposed budget and articles requesting appropriations, (Snow date January 11, 2019), (To be held on or before the third Tuesday in January - *deadline January 15, 2019*).

December 12, 2018 Calculate Guaranteed Maximum Tuition Rate for Fremont using the November 15, 2018 enrollments for the 2019- 2020 school year (need to use Nov 1st enrollments as Nov 15th not available).

December 13, 2018 Budget Committee approves preliminary budget

December 15, 2018 Guaranteed Maximum Tuition Rate due to Fremont

December 19, 2018 Tentative – Joint meeting School Board & Budget Committee @ SB regular meeting

December 20, 2018 Tentative – Budget Committee meeting

December 27, 2018 Tentative – Budget Committee meeting

January 2, 2019 School board meeting - identify possible warrant articles. (*CBA negotiations*)

January 3, 2019 Budget Committee meeting - planning for public hearing

January 8, 2019 Deadline for receiving petitioned articles for warrant and “budget submission date” for collective bargaining agreements (Second Tuesday in January)

- January 9, 2019** SAU office completes the final draft of the 2019-20 budget documents, as approved by the school board.
- School Board approves preliminary school district warrant with petitioned articles.
- School Board holds bond hearing, if necessary (Snow date January 11, 2018), (To be held on or before the third Tuesday in January -*deadline January 16, 2018*).
- January 10, 2019**
(snow date Jan 11) Budget committee holds **public hearing** on proposed 2019-2020 budget and warrant articles requesting appropriations (On or before the third Tuesday in January -*deadline is January 15, 2019*).
- Sanborn Regional High School in Kingston at 7:00 pm
- January 17, 2019** Budget committee to deliver budget and warrant article recommendations to the governing body for posting (No later than the Thursday before the last Monday in January, 20 days prior to the deliberative meeting as per 32:16 IV – *deadline January 24, 2019*)
- January 16, 2019** Default Budget - Obtain School Board signatures for posting
- January 18, 2019** Deadline for SAU to gather proposed budget information for inclusion in the annual report
- January 23, 2019** Filing opens with School District Clerk for school district officers (school board, moderator, budget committee). (Begins seventh Wednesday before the election and ends the following Friday).
- Annual Report containing final budget and ballot questions available on the school district website (sau17.org) and copies made available to the general public.
- January 23, 2019** Complete MS-27 and obtain Budget Committee signatures
- January 25, 2019** Warrants and budgets (MS-27) to be posted by School Board Chairperson and copies made available to the general public and on the school district website (www. sau17.org). (Last day is January 30).
- February 1, 2019** Filing closes for School District Officers at 5:00 PM. The School District Clerk will be available from 3:00 PM to 5:00 PM at the SAU Office, 17 Danville Road, Kingston, NH. (Begins seventh Wednesday before the election and ends the following Friday).
- February 6, 2019**
(Snow Date Feb 7, 2019) **First session of annual school district meeting (Deliberative)** Explanation, discussion and debate of each warrant article – *must be between February 3rd - February 10th, inclusive*
- Sanborn Regional High School in Kingston at 7:00 pm
- March 12, 2019** **Second session of annual school district meeting. Voting to be conducted by official ballot in each community in conjunction with town meeting voting.**
- Town of Kingston, Swasey Gymnasium – 8:00 am – 8:00 pm**
Town of Newton, Newton Town Hall – 8:00 am – 8:00 pm

- March 14, 2019** Complete MS-22 for inclusion in School Board meeting packet
- March 20, 2019** Present MS-22 for approval @ School Board meeting and obtain School Board Signatures
- April 1, 2019** SAU submits MS-22 (report of appropriations voted) to Department of Revenue Administration, Department of Education, and Boards of Selectmen. *(Due within 20 days of meeting date to vote)*
- May 1, 2019** Open FY 19-20 Budget in ADS for next year planning