



## **Sheepscot Valley Regional School Unit 12 Budget Development Timeline For the Fiscal Year 2022 Budget**

### **November 2020**

Staff Survey is opened

Reserve moderator for the Budget meeting in May.

Schedule Chelsea Gym for **Wednesday, May 26th, 2021 - Budget Meeting**

The budget software opens for the input of budgets by all schools and Departments.

Per pupil supply expense numbers determined by Superintendent. Equal across all schools.

Directors and Principals develop budgets with staff input.

### **December 2020**

**December 18th** - ALL needs-based BUDGETS DUE from ALL SCHOOLS and for ALL COST CENTERS (supplies)

**December 18th** - Deadline for Business Manager to finish entering all salaries, benefits, and tuition information.

January 4-15 Directors/Principals meet individually with Superintendent and Business Manager.

### **January 2021**

Finance Committee reviews the initial budget

Initial Budget discussion at the January Board meeting

Administrative Team Budget meeting for discussing adjustments to the budget

Business Manager finalizing the draft budget

Individual meetings with administrators to make more budget adjustments if necessary.

### **February - March 2021**

Finance Committee reviews the initial budget

School Board Budget Discussion.

Vote to adopt the Adult Ed budget at the March Board meeting.

During February, March, April - RSU 12 Finance Committee Budget Presentations at Town Selectman's meetings and collection of community input. See the dates below.

- Palermo -
- Westport Island -
- Alna -
- Whitefield -
- Windsor -
- Chelsea -
- Somerville -

**April 2021**

April 6 - Finance Committee to deliberate on community input

April 8 - Board meeting

- Finance Committee proposes FY 22 budget to RSU 12 Board
- Board votes on whether to adopt the budget.

April 9th - Send Warrants to the attorney for preparation. (They need 2 weeks)

April 9th - Draft Budget line by line, and supporting documents posted on the RSU 12 website.

April 9-30 - Prepare and Finalize Budget Book

**May 2021**

May 6th - School Board Signs Prepared Warrants (Both Budget Meeting and Call to referendum), signs Notice of Amounts Adopted at Budget Meeting and gives Superintendent authorization to sign off at Budget Meeting.

May 7th - Budget Book to Printers

May 13th - Budget Book mailed out by Albisons to Town Residents

Wednesday, May 26th - RSU 12 Regional Budget Meeting, Chelsea Elementary School, 6:30 pm

May 27-28 - Budget Referendum Warrants posted to all towns, Notice of Amounts Adopted to All Towns

**June 2021**

June 1st - Town Clerks Must Post Warrants (After being signed by Municipal Officers)

June 8th - Budget Validation Referendum all towns

June 8th - 10th Town Clerks call in Referendum Results

June 10th - RSU 12 Board Declares at the Board meeting whether Article has passed and signs the assessments bills for Towns.

June 17th - RSU delivers payment warrants