



## **Sheepscot Valley Regional School Unit 12 Budget Development Timeline For the Fiscal Year 2019 Budget**

### **December 2017**

The budget software opens for 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.

### **January 2018**

January 17 - ALL needs-based BUDGETS DUE from ALL SCHOOLS and for ALL COST CENTERS

January 17 - Deadline for Business Manager to finish entering all salaries, benefits, and tuition information.

Jan 17 - February 16 Directors/Principals meet individually with Superintendent and Business Manager.

### **February 2018**

#### **January 30th Finance Committee reviews initial budget**

Initial Budget discussion at February 8th Board meeting

February 13 - Administrative Team Budget meeting for discussing adjustments to the budget  
Business Manager finalizing draft budget

Individual meetings with administrators to make budget adjustments

### **March 2018**

March 8 - School Board Budget Discussion. Vote to adopt the Adult Ed budget.

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

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

**April 2018**

April 3 - Finance Committee to deliberate on community input

April 12 -

- Finance Committee proposes FY189 budget to RSU 12 Board
- Board votes on whether to adopt the budget.
- Board Signs Warrants

April 13 - Send Warrants to attorney for preparation. Takes 1-2 weeks

April 27th - Budget newsletter to printers for mailing

April 27th - Budget Meeting Warrants posted in all towns by Mr. Jerry Nault, Finance Chair

April 27th - Draft Budget and supporting documents posted on RSU 12 website.

**May 2018**

May 17th - RSU 12 Regional Budget Meeting, Chelsea Elementary School, 6:30pm

May 21-23 - Budget Referendum Warrants posted to all towns by Mr. Jerry Nault, Finance Chair

**June 2018**

June 12 - Budget Validation Referendum all towns

June 14 - RSU 12 Board Declares at the Board meeting whether Article has passed and whether to continue the Budget Validation process.