

**SCHOOL ADMINISTRATIVE UNIT #48  
BUDGET PREPARATION  
SCHEDULE OF DATES  
2018-2019 For FY 20 Budget**

<b>EVENT</b>	<b>PERSON RESPONSIBLE</b>	<b>DUE DATE 18-19</b>
Forms sent out to schools (districts)	Superintendent	September
Requests made by staff to principal	Principal – staff	Sept – October 12
Principals consult with Superintendent/Assistant Superintendent and staff regarding Curriculum and staffing concerns	Principal Superintendent Assistant Superintendent Staff	October 15 – Nov 2
Principal meets with Superintendent and Assistant to Present budget requests	Principal	Through Nov. 16
Principal updates and works with staff	Principal	Through November
Superintendent and Assistant present budget requests to Board and/or budget committee (Pemi-Baker)	Superintendent Assistant Superintendent	Rumney Nov. meeting Thornton Nov. 26th P.B. Nov 19 December Board Meeting (others)
Principal keeps staff updated	Principal	Nov./Dec./Jan.
Final budget for publication/posting	Superintendent Assistant Superintendent	Jan. 03 – P.B., Rumney 02 January 25 (others)
Budget hearings	Superintendent Assistant Superintendent	January Rumney/PB February (others)
Deliberative Session		February Rumney/PB
Annual District Meetings	Superintendent Assistant Superintendent	March
Principal reviews final budget with staff	Principal	March/April