

**Mukwonago Area School District
2016/17 Budget Development Calendar**

2015

November 16 Finance Committee review DRAFT of Budget Calendar
November 23 Board of Education review DRAFT of Budget Calendar
December 1 Preliminary Site / Department Allocations (0% increase) and Budget Planning Materials Distributed to Principals / Department Supervisors.

2016

March 21 Present Finance Committee the Budget Assumptions (site allocations), Calendar and Preliminary Budget Projection
March 28 Finance Committee report to Board of Education on Budget Development
April 1 Site / Department Budgets requests due to the Business Office
April 11 Buildings and Grounds Budget presented to BGT & Finance Committee
May 1 Renewal Contracts sent to Certified Teaching Staff
May 2 Administrative Council reviews updated Budget Projection
May 16 *Budget Calendar, Assumptions, Adjustments and Projections reviewed by Finance Committee*
May 23 Finance Committee report to Board of Education on Budget Development
June 20 Review of any needed Budget Adjustments by Finance Committee
June 27 Consideration of Budget Adjustments by the Board of Education
July 1-31 Personnel Committee to review 2016/17 pay adjustments & make recommendation to Board of Education
August 15 Present Preliminary Budget to the Finance Committee for approval
August 22 Present Preliminary Budget to the Board of Education for approval
September 1 Publish Preliminary Budget in Local Newspaper with notice to Public about Annual Meeting
September 16 Third Friday Pupil Count
September 26 **Budget Hearing / Annual Meeting**
October 15 DPI Certification of General State Aid
October 24 Board Approval of Final Budget and Tax Levy
November 1 Certify Final Tax Levy to Municipalities