

**Mukwonago Area School District
2017-18 Budget Development Calendar**

2016

November 14

Committee of the Whole review DRAFT of Budget Calendar

December 1-10

Preliminary site & department allocations (0% increase) and budget planning materials distributed to directors, principals, and supervisors

2017

March 13

Present Committee of the Whole with budget assumptions, site & department allocations, calendar, and preliminary five-year budget projection

March 27

Present Board of Education with report on budget development & five-year budget projection

April 1

Site & department budgets requests due to the Business Office

April 10

Buildings & Grounds budget presented to Committee of the Whole

April 24

Building & Grounds budget presented to the Board of Education

May 1

Renewal contracts sent to certified teaching staff

May 1

Administrative Council reviews updated budget projection

May 8

Adjustments and projections reviewed by Committee of the Whole

May 22

Report to Board of Education on budget development

June 12

Review of any necessary budget adjustments by Committee of the Whole

June 26

Consideration of budget adjustments by the Board of Education

July 1-31

Committee of the Whole to review 2017-18 pay adjustments & make recommendation to Board of Education

August 14

Present preliminary budget to the Committee of the Whole for approval

August 28

Present preliminary budget to the Board of Education for approval

September 1

Publish preliminary budget in local newspaper with notice for annual meeting

September 15

Third Friday Pupil Count

September 25

Budget Hearing / Annual Meeting

October 13

DPI Certification of General State Aid

October 23

Board Approval of Final Budget and Tax Levy

November 10

Certify Final Tax Levy to Municipalities