

## 2010-11 BUDGET DEVELOPMENT TIMELINE PRINCIPALS & ADMINISTRATORS

By November 5, 2009	Sites receive allocation information
By November 15, 2009	General Fund and Capital Budgets to Business Office/Attn: Accounting Coordinator Elementary Principals Central Office Administrators Buildings & Grounds Transportation Food Service
By December 1, 2009	General Fund & Capital Budgets to Business Office to Attn: Accounting Coordinator Intermediate Principal Middle School Principal Middle School Student Activities High School Principal High School Student Activities Education Center
By January 9, 2010	Initial Staffing Allocations from Human Resources
By January 19, 2010	All General Fund Increased Budget Requests to Business Office/Attn: Accounting Coordinator Final Staffing Allocations from Human Resources
By February 2, 2010	Salaries & Benefits Budgeted by Business Office
Between February 2 and February 6, 2010	All Meetings with Superintendent to Discuss All Increased Budget Requests
By February 16, 2010	Superintendent's Decision Regarding all Increased Budget Requests