

## Budget Timeline 2018-2019

December 2017 (One Supt Scheduled (Meeting Date TBD))	Leadership Team Budget Workshop to discuss FY 19 priorities and budget development strategies
No later than Friday, January 12, 2018	<ul style="list-style-type: none"> <li>• All school-based budgets for FY 19 submitted to Superintendent of Schools/Business Office</li> <li>• All CLRT budgets for FY 19 submitted to Superintendent of Schools/Business Office</li> </ul>
Week of January 16 -19, 2018	Budgets reviewed by Superintendent and Business Manager and questions answered from school and department personnel on as needed basis
January 22 –31, 2018	Budget presentations to Superintendent of Schools, Business Manager & CLRT by school principals and other administrators.
February 2018	Superintendent's Proposed FY 2019 Budget developed
March 8, 2018 (tentative)	Superintendent's Proposed FY 2019 Budget submitted to School Committee for review
March 8, 2018 thru March 22, 2018.... Specific Dates TBD	Budget Workshops with School Committee
March 2018	Ongoing input from Administrators for budget discussions with School Committee
March 22, 2018 (tentative)	School Committee vote to approve FY 19 Budget
April 2, 2018 (first Monday in April)	School Department shall submit its estimates for capital and operating expenditures to the Finance Director no later than the first Monday in April (Charter, Town of Cumberland, Section 804. Budget, as Amended November 2, 2010).
April 3 -13 2018	Discussions with Mayor & Finance Director to review proposed School Department budget for FY 2018-2019
April 16, 2018	The Finance Director shall submit his/her recommendations to the Mayor no later than the third Monday in April, as provided for in section 803 (C) (Charter, Town of Cumberland, Section 804.Budget).
May 14, 2018 (second Monday in May)	The Mayor shall review the recommendations of the Finance Director and shall make such changes in the various expenditures as he or she sees fit, provided however that the Mayor shall not have the authority to change any item in the school expenditure request except the overall total amount, and submit the budget to the council no later than the second Monday in May (Charter, Town of Cumberland, Section 804 (C). Budget).
May 14 – June 4, 2018 (concluded by first Monday in June)	Excerpt from Cumberland Town Charter, Section 804 (E) Budget: “Upon receipt of the budget, the Council shall make provision for no less than two public hearings thereon, to be held on separate days and to be concluded no later than the first Monday in June. Notice of said hearings shall be advertised on at least three (3) separate days in a newspaper or newspaper of general circulation in the Town, the final such advertisement to appear no less than five (5) days prior to the first hearing date.”
No later than June 11, 2018 (second Monday in June)	The Council shall have completed action on the final budget and shall submit it to the Mayor for his or her signature no later than the second Monday in June. (Charter, Town of Cumberland, Section 804 (F). Budget).
June 2018 – August 2018	<ul style="list-style-type: none"> <li>• Reconciled budget forwarded to Town Council</li> <li>• Schools and department budgets reconstructed to reflect final allocations</li> <li>• Supplies and textbooks ordered</li> <li>• Enrollments and staffing monitored</li> <li>• Job Pools Held</li> </ul>
August 2018 (tentative)	<ul style="list-style-type: none"> <li>• FY 2018-19 budgets available for principals/directors</li> </ul>