

Quakertown Community School District 2018-2019 Budget Calendar

- Sept 2017 Cabinet review of prior year's budgeting process including discussion of the goals, objectives and budget concerns for the coming year.
- Development of spending parameters and building allocations for the year.
- PDE is required to publish the index for FY 2018-2019.
- 09-28-17** Finance Committee Meeting.
- 10-26-17** Finance Committee Meeting.
- 10-31-17 Central Office administrators review, prioritize, and approve detailed requests.
- 10-31-17 Per Pupil Budget Allocations are calculated and provided to each of the schools.
- 10-31-17 All administrators submit personnel requests to Human Resources.
- 12-15-17 Cost Centers, including buildings, submit all approved requests to the Business Office by either entering them into the Keystone computer system or completing an excel spreadsheet provided by the Business Office (the preferred method). Submit furniture and equipment documentation to the Business Office.
- 12-22-17 Compile Proposed preliminary building allocations, department budgets, and revenue projections for review by the Superintendent and Cabinet.
- 12-22-17 Proposed Preliminary budgets are modified as necessary and submitted to the Superintendent and Cabinet for review.
- 1-02-18 Final draft of the Proposed Preliminary Budget for submission to the Superintendent
- 1-11-18 Drafts of the Proposed Preliminary Budget are distributed to the Board of School Directors for review.
- 1-12-18 Proposed Preliminary budget presented to the public.
- 1-25-18** Finance Committee Meeting.
- 1-25-18 **Proposed Preliminary Budget for 2018-2019** must be made available to the public (110 days prior to the Primary Election)

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2-08-18	Deadline to adopt Preliminary Budget on form PDE-2028
2-22-18	Finance Committee Meeting.
2-23-18	School district deadline to publish notice of intent to apply to the Department of Education for Referendum Exceptions.
3-01-18	Deadline to request approval from the Department of Education for Referendum Exceptions.
3-15-18	Buildings will receive notice of when they can begin entering requisitions for 2018-2019.
3-22-18	Finance Committee Meeting.
4-01-18	Purchasing cut-off for 2017-2018.
4-26-18	Finance Committee Meeting.
4-26-18	Proposed date for the Board of School Directors to give approval of the Proposed Final Budget for 2018-2019 (30 days prior to final).
5-15-18	Primary Election
5-24-18	Finance Committee Meeting.
6-14-18	Proposed date for the Board of School Directors to give final approval of the 2018-2019 Budget.

*The above highlighted text indicates Board Approval needed.