

LEXINGTON PUBLIC SCHOOLS
FY16 BUDGET CALENDAR
for all funds (Operating, Grant, Revolving)

2014

August 26	School Committee adopts FY16 budget calendar and the FY16 budget guidelines
September 15	Capital budget request forms distributed by Assistant Superintendent for Finance and Operations to Program (Budget Managers) Leaders
October 1	FY16 capital budget submissions are due to the Assistant Superintendent for Finance and Operations
October 1 – October 11	Review capital proposals – Superintendent, Director of Public Facility and Assistant Superintendent for Finance and Operations
October 1 – October 11	Superintendent, Director of Public Facility and Assistant Superintendent for Finance and Operations meet with administrator to discuss project requests – See schedule attached.
October 3 – October 17	Administrators conduct building and program based meetings to develop FY16 program needs and priorities.
October 8	Summit I – Budget Collaboration/Summit Meeting — Joint meeting with Board of Selectmen, School Committee, Appropriation Committee, and Capital Expenditures Committee (CEC)
October 9	Operating budget request forms distributed by Assistant Superintendent for Finance and Operations to Program (Budget Managers) Leaders FY16 budget packets, including staffing and per-pupil expenses, distributed to Program (Cost Center) Leaders by Business Office via shared electronic budget file.
October 16	FY16 Capital Submission School Committee, Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC) packet due date.
October 16	Recommended FY16 capital budget sent to the School Committee
October 21	School Committee deliberates and forwards capital requests on behalf of the School Department. (School Department and Department of Public Facilities – School portion)
October 24	Submittal of Town (Municipal & School) FY2016-2019 Capital Requests to Capital Expenditure Committee (CEC) and Community Preservation Committee (CPC)
November 1	FY16 budget submitted to the Assistant Superintendent for Finance and Operations
November 3 – November 21	Budget Review – Central Office and department staff meet at assigned times – See schedule attached. Business Operations Staff reviews submissions for supplies and services that require bid or request for proposal process to be followed.
November 10	Summit II – Revenue Projection and Allocation
December 9	CEC Review Session with School Department on School Capital Requests
December 12	Superintendent Finalize FY16 budget recommendation
December 15 – December 22	Budget book printing (no changes or edits)
December 11	Summit III – FY16 Revenue Allocation Model

All dates and deadlines subject to revision.

***Revised 9 October 2014 per Town Finance Department**

December 23	Budget distributed to School Committee & Budget Managers and posted to website
December 24 – January 2	Vacation Week
<u>2015</u>	
January 6	School Committee Meeting – <ul style="list-style-type: none"> • Facilities Director’s Presentation of Department of Public Facilities Budget to the School Committee • Superintendent’s Presentation of Budget to School Committee
January 12	Town Manager Submittal of FY 2016 Recommended Operating Budget & FY 2016-2019 Capital Improvement Plan (CIP) to Board of Selectmen (White Book)
January TBA	Submittal of CPC Voted Recommendations to Board of Selectmen for inclusion in 2016 Annual Town Meeting Warrant
January 15	Summit IV – FY 2016 White Book Review
January 20 & 27	School Committee, FY16 budget discussions
January 31	School Committee Public Hearing and Discussion of the Superintendent’s Recommended FY16 Budget
February 3	School Committee FY16 budget discussions
February 10	School Committee adopts FY16 Operating Budget (including fees) and FY16 Capital Budget
February 12	Business Operations staff finalizes Bid/RFP process schedule with budget managers. Finance Office releases to Human Resources Employee Action Forms for all newly funded positions.
February 18	2015 Annual Town Meeting School Committee Fiscal Year 2016 recommended budget document finalized (TMMA)
February 19 – 26	TMMA Budget book printing (no changes or edits)
February 12	Summit V – FY 2016 Gap Closing (if needed)
February 27, March 2	Electronic distribution of FY 2016 Recommended Operating and Capital Budget to TMMA, committees & boards (Brown Book)
March 23	Annual Town Meeting begins
February 27	Budget presentation to Town Meeting by the Town Manager and Superintendent
March 25	Town Meeting budget deliberation
May 15	Furniture: Final capital requests, quotations, and order requests are due to Business Operations Office for requisition entry. Facilities: Final scheduling of summer projects confirmed with DPF, Building Principal, and Business Operations Staff. Technology: New Employee, Final capital requests, quotations, and order requests are due and completed by the School IT Department.
June 1	School Operating Budget opens for entry of supply and services requisitions for release by July 15.

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