

**LEXINGTON PUBLIC SCHOOLS**  
**FY12 BUDGET CALENDAR**  
*for all funds (Operating, Grant, Revolving)*

***2010***

September 10	Capital Budget packets distributed by Assistant Superintendent for Finance and Business distributes to Program (Cost Center) Leaders
September 21	School Committee adopts FY12 budget calendar School Committee adopts the FY12 budget guidelines
September 29	FY12 budget packets distributed to Program (Cost Center) Leaders by Business Office
September 30 – October 22	Program leaders conduct meetings to develop FY12 program needs and priorities
October 1	FY12 Capital Budget Submissions are due to the Assistant Superintendent for Finance and Business
October 6	Summit I – Budget Collaboration/Summit Meeting — Joint meeting with Board of Selectmen, School Committee, Appropriations Committee, and Capital Expenditures Committee
October 15	Recommended Capital budget submitted to the School Committee
October 19	School Committee deliberates and approves Capital Requests on behalf of the School Department. (School Department and Dept of Public Facilities – School portion)
October 23	Budget submitted to the Assistant Superintendent for Finance and Business
October 23 – November 30	Central Office begins review of staffing and non-staffing expenses with program leaders
November	Summit II – Revenue Model
December 4	Budget Printing Deadline
December 22	Budget distributed to School Committee and Budget Managers
December 23	Budget document posted to Business and Finance Website

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*Revision date: September 17, 2010*

**2011**

January 4	Superintendent presents FY12 budget recommendation to School Committee
January 18	FY12 budget discussions
January 25 and 29	Public Hearing on the FY12 budget
January	Summit III – FY12 Expense Review & Gap Defining
February 1	FY12 budget discussions
February 15	FY12 budget discussions (Grant and Revolving Funds – Fee Review (Athletics, Transportation, Music, Preschool Tuition, Kindergarten Tuition, etc.)  School Committee adopts FY12 Operating Budget (including fees) and FY12 Capital Budget
February	Summit IV – FY12 Gap Closing & Possible Override Planning
March 1st	Electronic Distribution of Budget Book to TMMA, Committees & Boards
March 21	Annual Town Meeting
March	Budget Presentation by the Town Manager and Superintendent
March	TM Budget Deliberation

*\*\*\*All dates and deadlines subject to revision.*

*Revision date: September 17, 2010*