

RADNOR TOWNSHIP SCHOOL DISTRICT
2017-2018 Tentative Budget Calendar
Updated December 12, 2016

<u>Date</u>	<u>Description</u>
Tuesday, August 16, 2016	Finance Committee Meeting.
Tuesday, August 23, 2016	2017-2018 Budget Calendar adopted by Board of School Directors.
Thursday, September 1, 2016	2017-2018 Act 1 Base Index percentage released by Pennsylvania Department of Education (PDE). Budget Packets distributed to all Administrators, including bid request sheets.
Tuesday, September 20, 2016	Finance Committee Meeting.
Friday, September 30, 2016	Deadline for PDE to notify districts of the applicable base or adjusted index for 2017-2018.
Monday, October 3, 2016	Budget packets and bid request sheets due back to Elementary/Secondary Directors from buildings/departments reporting to those offices.
Tuesday, October 4, 2016	Finance Committee Meeting.
Friday, October 21, 2016	Staffing requests due to Elementary/Secondary Directors and Human Resources.
Monday, October 31, 2016	Budget packets due in Business Office from Department Heads, Departments and Elementary/Secondary Directors.
Tuesday, November 15, 2016	Finance Committee Meeting.
Tues-Thurs, November 8-10, 2016	Individual Budget justification sessions held with Administrators to review budget and staffing requests.
Wednesday, November 23, 2016	Draft Budget submitted to Superintendent from Business Office for Review.
Month of December 2016	Budget review by various administrative groups.
Tuesday, December 13, 2016	Finance Committee Meeting.
Week of December 19, 2016	Draft Budget distributed to Board of School Directors for review.

Wednesday, January 4, 2017	RTSD deadline to make 2017-2018 Proposed Preliminary Budget available for public inspection if the Board plans to take action on Tuesday, January 24, 2017. (Must be available 20 days prior to adoption.)
Week of January 9, 2017	Bid request sheets returned to buildings and departments for review and changes prior to soliciting bids.
Saturday, January 14, 2017	RTSD deadline to publish notice of intent to adopt 2017-2018 Preliminary Budget if the Board plans to take action on Tuesday, January 24, 2017. (Notice required 10 days prior to adoption.)
Tuesday, January 2017 - TBD	Finance Committee Meeting.
Friday, January 20, 2017	Bid request sheets returned from the buildings and departments to the business office with changes/reductions noted.
Tuesday, January 24, 2017	Regular Board Meeting
Thursday, January 26, 2017	District deadline to either make 2017-2018 Proposed Preliminary Budget available for public display (necessary only if the Proposed Preliminary Budget is above Act 1 Index level). Or 20 days prior to adoption. Deadline to adopt a resolution indicating taxes will not be raised above the Act 1 index (Accelerated Budget Opt Out Resolution). The Board will take action on one of these options at the Board Meeting scheduled for Tuesday, January 24, 2017.
Sunday, February 5, 2017	Deadline to publish notice of intent to adopt the 2017-2018 Preliminary Budget (only necessary if opt out resolution, or approval of the Proposed Preliminary Budget was not approved on January 24, 2017).
Wednesday, February 15, 2017	Deadline to adopt Preliminary 2017-2018 Budget and authorize advertisement (necessary only if draft budget exceeds Act I index level and district intends to seek Act 1 Exceptions). Only necessary if the board does not take action on Tuesday, January 24, 2017.
Sunday, February 19, 2017	Deadline to submit 2017-2018 Preliminary Budget containing proposed tax increases to the Department of Education.
Thursday, February 23, 2017	Deadline to publish and post on the district website notice of intent to apply for referendum exceptions.
Tuesday, February 2017 - TBD	Finance Committee Meeting.
Thursday, March 2, 2017	Deadline to file for Act I exceptions with PDE.

Early March 2017	Solicit for bids. Review of enrollment and staffing.
Tuesday, March 2017 - TBD	Finance Committee Meeting.
Wednesday, March 22, 2017	Deadline for PDE to rule and inform district if exceptions have been granted or denied.
Tuesday, April 2017 - TBD	Finance Committee Meeting.
Thursday, April 2017 - TBD	Budget Work Session – Full Board.
Mid-April 2017	Bid Opening.
Tuesday, April 25, 2017	Regular Board Meeting - Board adopts Proposed Final 2017-2018 Budget and authorizes advertisement and public review. (Actual deadline May, 31, 2017).
Tuesday, May 16, 2017	Primary Election Date.
Tuesday, May 2017- TBD	Finance Committee Meeting.
Tuesday, May 23, 2017	Regular Board Meeting - Final 2017-2018 Budget Adopted. Award of bids. (Actual deadline June 30, 2017).
Sunday, May 28, 2017	Deadline to advertise and make 2016-2017 Proposed Final Budget available for public inspection (30 days before adoption).
Tuesday, June 2017 - TBD	Finance Committee Meeting.
Tuesday, June 27, 2017	Regular Board Meeting - Award of bids.

Calendar subject to change.