

Subject to change as necessitated for changes in meeting dates or changes approved by the Business Office.

**Monona Grove School District  
Budget Calendar  
Sept. '08 Thru Dec. '09**

Board of Education 01-04-2009

		Principals/Directors	Business Office	Business Services Committee	Board of Education	Electorate
September	5 2008		PI-1505 SE Annual Report due at DPI			
September	10 2008				Monthly Meeting	
September	15 2008		PI-1506 AC due at DPI			
September	19 2008	Third Friday Count at Schools				
September	26 2008	Third Friday Count due at Business Office	Start reviewing count data submitted by schools			
September	28 2008			Business Services Monthly Meeting		
September	29 2008	Principals send memo to Superintendent certifying class size overload pay for teachers	Budget Flyer mailed to District Taxpayers			Opportunity for Input on 2008-2009 Budget
October	1 2008 (approx.)		Summer School PI 1804 due at DPI	Pupil Count PI 1547 due at DPI SAFR PI 1505 due at DPI PI-1505 Annual Report Due at DPI		
October	3 2008 (approx.)			Certification of Equalized Value-DOR Commence preparation of annual cashflow borrowing paperwork.		
October	8 2008 (approx.)	<i>During the months of October- thru June, all Principals &amp; Directors shall conduct a review of their budgets to evaluate how the plan for the year is tracking with spending. Make adjustments as necessary. Continue to monitor budgets throughout the year.</i>		(month of October)	Approval of Preliminary 2008-2009 Budget	
October	14 2008		General Aid Certification-DPI Revenue Cap Update- DPI Budget/Annual Meeting Notices Published in Official Newspaper			
October thru Oct.	15 2008 thru Oct. 21		Prepare the levy forms & calculate mil rate, prepare adjusted Original 2008-2009 Budget			
October	22 2008		Annual Meeting Book to printer's office		Approval of 2008-2009 casflow borrowing	
October	27 2008	Annual Meeting	Annual Meeting	Annual Meeting	Annual Meeting-approval of levy & Approval of the Original 2008-2009 Budget	Annual Meeting Set Tax Levy
October	29 2008			Business Services Monthly Meeting		
November	3 2008		Send levy certificates to Municipalities			
November	10 2008	Principals/Athletic Director provided carryover monies & September enrollment numbers for final 2008-2009 site budgets.				
November	12 2008				Monthly Meeting	
November	14 2008		PI 401 (Levy) reported to DPI			
November	21 2008	Principals/Athletic Director to provide Business Office with final carryover justification, and account codes.				

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		Principals/Directors	Business Office	Business Services Committee	Board of Education	Electorate
December (month of)	1 2008	Director of B & G meets with Administrators for input on Capital Improvement Plan for 2009-2010	Audit Financial Statement due to DPI-Reilly, Penner & Benton, LLP for 2007-2008			
December	3 2008			Presentation of Financial Statements (audit) and Management Letter to Committee-Reilly, Penner & Benton, LLP For fiscal year ended 2007-2008		
December	5 2008		PI 1504 SAFR due at DPI and PI 1505 SE Budget Report due at DPI			
December	10 2008				Approval of 2007-2008 Financial Statements (audit) and Management Letter	
December	22 2008		PMA Financial Forcing Model updated and reviewed			
December	31 2008					
January	5 2009	Budgets Drafts due at Business Office: Fund 39 District- Debt Service-Referenda Fund 38--Debt Service-Non Referenda Fund 49-Capital Projects Fund	Updated Budget Preparation & Accounting Guide Published on District website			
January	7 2009	District librarians (schools) provided with DPI Common School Fund Allocations	Preliminary 2009-2010 Budget Presented to Administrative Council			
January	7 2009	Director of Building & Grounds submits initial 5-year Capital Improvement Plan and budget to Business Office and Administrative Council				
January	8 2009			Preliminary 2009-2010 Budget Presented (PMA FFP Model)		
January	11 2009	2nd Friday Count at Schools				
January	14 2009				Monthly Meeting	
January	16 2009	Director of Building & Grounds presents updated 5-year Capital Improvement Plan to Business Office				
January	16 2009	2nd Friday count due at Business Office	Business Office to begin to compile student count reports.			
January	26 2009		PI-1563 Pupil Report due at DPI			
January	28 2009	Director of B & G presents 5 year Capital Improvement Plan & budget to Business Services Committee		5 year Capital Improvement Plan Fund 39-Debt Service-Referenda Fund 38-Non-Referendum Debt Fund 49-Capital Projects Budget Update 2009-2010 Revenue Cap Est. Initial Projection for Equalized Value Discussion of State Budget Process		

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February	2 2009	E-mail requests and rationale for Priorities for budget changes or initiatives to all A-Team members				
February	2 2009	Principals verify class size count/attendance for overload pay				
February	2 2009	Budget drafts due at Business Office: Superintendent & Board Budget 535 Business Administration Budget 537				
February	2 2009	Deadline for purchasing capital outlay items within the 2008-2009 budget				
February	4 2009	Principals/Directors recommend 2009-2010 fee schedule 1st meeting to discuss priorities for budget changes or initiatives Attend Business Service meeting if necessary re 2009-2010 fee schedule	Facilitate Fee Schedule meeting Discuss and budget changes or initiates. (Administrative Council Meeting) Update on Budget Projections (Administrative Council Meeting)			
February	9 2009	Staffing/Personnel & Class Counts for 2009-2010 due in Superintendent's Office.				
February	9 2009	Principals send memo to Superintendent certifying class size overload pay for teachers			Monthly Meeting	
February	25 2009			Review/Approve 2009-2010 Fee Schedule (including Summer School) Review/Approve 2009-2010 Budgets: Superintendent & Board Budget 535 Business Administration Budget 537		Opportunity for Input on 2009-2010 Budget
March	2 2009	Budget drafts due at Business Office: Jump Start Budget 878 Summer School Budget 879 Pupil Services Budget 880 (Funds 10&27) Early Learning Fair Budget 881 Special Education Tuition Budget 883 Excel Budget 884 Soar Budget 891 (if needed) School Nursing Budget 888 Transportation Budget 539 Buildings and Grounds Budget 540 District Utility Budget & 542 Technology Budget 541				
March	4 2009	2nd meeting to discuss priorities for budget changes or initiatives (Administrative Council Meeting)	Facilitate 2nd meeting for priorities for budget changes or initiatives (Administrative Council Meeting)			
March	9 2009	C&I Director to provide Textbook Adoption Cycle Update & budget to Business Office			Approval of 2009-2010 Fee Schedules	

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April	1 2009	3rd meeting to discuss priorities for budget changes or initiatives (Administrative Council Meeting)	Facilitate 3rd meeting for priorities for budget changes or initiatives (Administrative Council Meeting)	Review/approve 2009-2010 Budgets: Summer School 879 Pupil Services Budget 880 Early Learning Fair 881 Excel 884 Soar 891 Transportation Budget 539 Buildings and Grounds Budget 540 (Including District Utility Budget) Technology Budget 541	Opportunity for input on 2009-2010 Budget
April	6 2009	Budget Drafts due at Business Office: Community Service Budgets Fund 80 (Including Auditorium 403) Elementary School Budgets 110, 120, 130, 200 Glacial Drumlin School Budget 300 High School Budgets 400,430 MGHS Pool Budget 401 (Funds 10&80) Alternative High School Budget 420 Together 4-Kids Budget 504 Special Education Budget 538 Substitute & Supervision Budget 544 Paraprofessional Substitute Budget 545 Curriculum & Instruction 875			
April	8 2009			Monthly Meeting	
April	15 2009		District-wide purchasing cutoff 2007-2008 (including grants) for all non-capital items		
April	22 2009			Review/Approve 2009-2010 Budgets: Review April 6 Budget Drafts	Opportunity for input on 2009-2010 Budget
May	4 2009	Budgets due at Business Office: District Athletic Budget 432 Food Service Budget Fund 50 Special Programs Budget 534 Early Retirement Payments 801 Audio Visual Budget 870 Benefit Trust Fund Budget (Fund 73) Cooperative Fund Budget (Fund 99)			
May	13 2009			Monthly Meeting	
May	21 2009		Final 2008-2009 revenue limit, Spring DOR Equalized Values known Final DPI Equalized Aid Eligibility known		
May	27 2009			Review/Approve 2009-2010 Budgets: Review May 4 Budget Drafts	Opportunity for input on 2009-2010 Budget

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June 1 2009	Budgets due at Business Office: Fund 27 Budget (projects 341 & 347) Title I Grant Budget 885 Title II A Grant Budget 887 Title II D Grant Budget 893 Title III A Grant Budget 894 Title IV Grant Budget 886 Title V Grant Budget 890 Carl Perkins Grant Budget (project 601) Any other added budget or grant, as needed	Prepare Preliminary Reports for Audit (fieldwork)							
June (month) 2009									
June 10 2009							Monthly Meeting		
June 24 2009							Review/Approve 2009-2010 Budgets: Review June 1 Budget Drafts		Opportunity for input on 2009-2010 Budget
June 25 2009 thru June 30 2009						2008-2009 Transfer of Service claims due to DPI			
July (month) 2009		Prepare for Audit Fieldwork							
July 8 2009				Monthly Meeting					
July 22 2009			Tentative Business Services Committee Meeting		Opportunity for input on 2009-2010 Budget				
August (month) 2009		Audit Fieldwork Completed							
August 7 2009		PI 1505 Calendar Report & PI 1547 Pupil Transportation Report Due to DPI							
August 12 2009				Monthly Meeting					
August 21 2009		PI-1505 Census Report and PI-1505 AC Report Due to DPI							
August 27 2009			Tentative Business Services Committee Meeting Approval of 2009-2010 Preliminary Budget		Opportunity for input on 2009-2010 Budget				
August 28 2009		PI-1505 AC Annual Report due at DPI							
September 4 2009		PI-1505 Special Ed. Report Due at DPI							
September 9 2009				Monthly Meeting Approval of 2009-2010 Preliminary Budget					
September 14 2009		PI-1506 AC Due at DPI PI-1506 AC Auditor Report Due at DPI							
September 18 2009	Third Friday Count in Schools								
September 14 2009 Thru Sept. 21 2009		Prepare Annual Meeting Budget Book							
September 22 2009		Send Annual Meeting Budget Book to printer							

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September	23 2009	Third Friday Count Due at Business Office	Budget/Annual Meeting Notice to Official Newspaper-1st Notice-September 23	Tentative Business Services Committee Meeting		Opportunity for input on 2009-2010 Budget
September	28 2009	Principals send memo to superintendent certifying class size overload pay for teachers				
September	28 2009		Budget Annual Meeting Notice to Official Newspaper-2nd Notice-September 30			
October (Tentative)	1 2009		PI 1505 Annual Report Due at DPI PI 1804 Summer School FTE Report Due at DPI			
October	3 2009		PI 1563 Pupil Count Due at DPI Certification of Equalized Valuation-DOR			
October (approx.)	5 2009	Annual Meeting  <i>During the months of October thru June, all Principals &amp; Directors shall conduct a review of their budgets to evaluate how the plan for the year is tracking with spending. Make adjustments as necessary. Continue to monitor budgets throughout the year.</i>	Annual Meeting  Commence preparation of annual cashflow borrowing paperwork (month of October)	Annual Meeting	Annual Meeting	Annual Meeting Set levy
October	14 2009					
October	15 2009		General State Aid Certification			
October Thru October	15 2009 21 2009		Finalize Original Amended 2009-2010 Budget			
October	24 2009				Special Board of Education Meeting to approve the Original 2009-2010 Budget and amend tax levy	
October	28 2009			Tentative Business Services Committee Meeting		
October	29 2009		Prepare the Levy forms			
November	6 2009		Levy certification to Municipalities			
November	13 2009		PI 401 (Levy) reported to DPI			
December	4 2009		PI 1504 SAFR due at DPI and PI 1505 SE Budget Report due at DPI			