



NORTHAMPTON COUNTY SCHOOLS BUDGET CALENDAR FY 2020-2021

- JAN Outline budget planning process: develop a calendar for Board.
- FEB Prepare and compile budget information. Issue budget package to Principals and program directors. (Administration to consider School Improvement Plans in budget planning and request). First draft is due NLT Feb 29, 2020.
- MAR Principals and Directors to present budget requests to Superintendent based on schools' needs. Superintendent may meet with Principals and School Improvement Teams to discuss requests.
- APR First draft copy of total budget to be completed. Special Board meeting held to review projections. Budget request and budget message from the Superintendent finalized.
- MAY 14 Board of Education accepts budget as submitted by the Superintendent and forwards request to County Commissioners.
- JUN 30 County Commissioners must complete action by this date (unless a later date is agreed on).
- JUL 1 Board of Education must adopt its budget resolution after County Commissioners decide on amount of appropriation to be provided by the County.
- JUL - AUG Allotments are sent to schools as they are finalized.

*NOTE: Until a budget or interim budget is approved by the Board of Education, no expenditures may be made or purchase orders issued after June 30, 2020. Procedures as outlined in the Uniform Budget Manual and the Northampton County Board of Education Policy Manual will be followed.