

<b>March – June 2019</b>	School Board determines/updates goals for Sanborn Regional School District.
<b>April 30, 2019</b>	Superintendent, Business Administrator, and two Budget Committee representatives meet to discuss preliminary budget timeline.
<b>April 11, 2019</b>	Budget Committee Organizational & Planning meeting.
<b>May 13, 2019</b>	Budget Committee meeting.
<b>June 4, 2019</b>	Financial statement audit preliminary fieldwork.
<b>July 31, 2019</b>	Estimate year-end unassigned fund balance.
<b>August 13 – 17, 2019</b>	Financial statement audit fieldwork.
<b>September 1, 2019</b>	Submit DOE-25 and MS-25, tie to year-end unassigned fund balance.
<b>September 2019</b>	District prepares a comprehensive Capital Replacement Plan for textbooks, technology, furniture and fixtures, music, and athletic equipment. District prepares a comprehensive Capital Improvement Plan for District facilities. School Board presents list of priorities to Superintendent for upcoming budget. Budget target determined. Leadership team develops guidelines for budget preparation, criteria for new programs to be proposed in budget.
<b>October 11, 2019</b>	Departmental budgets, purpose, goals and accomplishments, and program budget and explanations are due to the Business Office.
<b>October 15, 2019</b>	Administrators present budgets to Leadership Team, Leadership Team recommends final budget to Superintendent, all site budgets are updated in the accounting software, and administrators update narratives as necessary.
<b>October 21, 2019</b>	Calculate Default Budget ( <i>may need to modify before posting if anticipated contractual cost change</i> ).
<b>October 25, 2019</b>	Business Office to calculate estimated regular and special education tuition rate for Fremont School District.
<b>October 28, 2019</b>	Calculate projected revenues and anticipated tax rate.
<b>November 1, 2019</b>	Estimated tuition rate due to Fremont.

- November 6, 2019** Superintendent presents recommended budget at Joint meeting – School Board and Budget Committee, at regular School Board meeting.  
School District Clerk to notify Supervisors of the Checklist in each town of the District Meeting date.
- November 15, 2019** 5:00pm deadline for all budget questions to be submitted to Administration.
- November 21, 2019** Joint meeting – School Board at Budget Committee’s meeting, question and answers follow-up, Leadership Team present.  
Tentative School Board budget review meeting – Hold date if needed to complete School Board budget work.
- December 4, 2019** School Board approves preliminary budget.
- December 5, 2019** Budget Committee meeting budget preparation.  
SAU Office to submit the following public notices to Carriage Towne News for publication:  
*December 11, 2019 and January 8, 2020 publications:*  
January 15, 2020 – Deadline for petitioned warrant articles and collective bargaining agreements.  
January 15, 2020 – Bond Hearing, if necessary (snow date January 16, 2020), (To be held on or before the third Tuesday in January (*deadline January 21, 2020*), no earlier than 60 days before deliberative session).  
January 16, 2020 – Budget Committee Public Hearing on proposed budget and articles requesting appropriations (snow date January 17, 2020), (To be held on or before the third Tuesday in January – *deadline January 21, 2020*).
- December 11, 2019** Calculate Guaranteed Maximum Tuition Rate for Fremont using the November 15, 2019 enrollments for the 2019-2020 School Year.
- December 12, 2019** Budget Committee approves preliminary budget.
- December 13, 2019** Guaranteed Maximum Tuition Rate due to Fremont
- December 18, 2019** Tentative – Joint meeting School Board and Budget Committee at School Board regular meeting, if needed.
- January 2, 2020** Budget Committee meeting – planning for public hearing.

<b>January 6, 2020</b>	Last day to post notice of January 23, 2020 budget hearing.
<b>January 8, 2020</b>	School Board meeting – identify possible warrant articles. ( <i>CBA negotiations</i> )
<b>January 10, 2020</b>	Deadline for petitioned bond articles over \$100,000 ( <i>the second Tuesday in January, provided however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.</i> )
<b>January 14, 2020</b>	Deadline for receiving petitioned articles for warrant and “budget submission date” for collective bargaining agreements (second Tuesday in January).  Last day to post notice of bond hearing, if necessary.
<b>January 15, 2020</b>	SAU Office completes the final draft of the 2020-21 budget documents, as approved by the School Board.  School Board approves preliminary School District warrant with petitioned articles.  School Board holds bond hearing, if necessary (snow date January 16, 2020), (To be held on or before the third Tuesday in January – <i>deadline January 21, 2018</i> ).
<b>January 15, 2020</b>	Budget Committee to deliver budget and warrant article recommendations to the School Board for posting (no later than the Thursday before the last Monday in January. 20 days prior to the deliberative meeting as per RSA 32:16(IV) – <i>deadline January 16, 2020</i> ).
<b>January 16, 2020 (snow date January 17, 2020)</b>	Budget Committee holds <b>Public Hearing</b> on proposed 2020-2021 budget and warrant articles requesting appropriations (on or before the third Tuesday in January – <i>deadline is January 21, 2020</i> ).  Sanborn Regional High School in Kingston, New Hampshire at 7:00pm.
<b>January 29, 2020</b>	Default Budget – Obtain School Board signatures for posting.
<b>January 31, 2020</b>	Deadline for SAU to gather proposed budget information for inclusion in the annual report.
<b>January 22, 2020</b>	Filing opens with School District Clerk for School District Officers (School Board, Moderator, Budget Committee). (Begins seventh Wednesday before the election and ends the following Friday).  Annual Report containing final budget and ballot questions available on the School District website (SAU17.org) and copies made available to the general public. (RSA 40:13, II requires the <i>Annual Report</i> with final budget and ballot questions made available to School District Meeting “...at least one week before...”
<b>January 22, 2020</b>	Complete MS-27 and obtain Budget Committee Signatures.

- January 24, 2020** Warrants and budgets (MS-27) to be posted by School Board Chairperson and copies made available to the general public and on the School District website (SAU17.org). (Last day is January 27, 2020).
- January 31, 2020** Filing closes for School District Officers at 5:00pm. The School District Clerk will be available from 3:00pm to 5:00pm at the SAU Office, 51 Church Street, Kingston, New Hampshire. (Begins seventh Wednesday before the election and ends the following Friday).
- February 5, 2020** **First session of annual School District Meeting (Deliberative)** Explanation, discussion, and debate of each warrant article – *must be between February \_\_\_rd and February \_\_\_th, inclusive*.  
Sanborn Regional High School in Kingston, New Hampshire at 7:00pm
- March 10, 2020** **Second session of annual School District Meeting. Voting to be conducted by official ballot in each community in conjunction with Town Meeting voting.**  
**Town of Kingston, Swasey Gymnasium – 8:00am – 8:00pm**  
**Town of Newton, Newton Town Hall – 8:00am – 8:00pm**
- March 13, 2020** Complete MS-22 for inclusion in School Board meeting packet.
- March 18, 2020** Present MS-22 for approval at School Board meeting and obtain School Board member signatures.
- March 30, 2020** SAU submits MS-22 (report of appropriations voted) to Department of Revenue Administration, Department of Education, and Boards of Selectmen. (*Due within 20 days of meeting date to vote.*)
- May 1, 2020** Open FY 20-21 budget in ADS for next year planning.