

March – June 2021	School Board determines/updates goals for Sanborn Regional School District.
April 2021	Superintendent, Business Administrator, and two Budget Committee representatives meet to discuss preliminary budget timeline.
April 21, 2021	Budget Committee Organizational & Planning meeting.
June 2021	Financial statement audit preliminary fieldwork.
July 31, 2021	Estimate year-end unassigned fund balance.
September 2021	Financial statement audit fieldwork.
September 1, 2021	Submit DOE-25 and MS-25, tie to year-end unassigned fund balance.
October 2021	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.
October 1, 2021	Departmental budgets, purpose, goals and accomplishments, and program budget and explanations are due to the Business Office.
October 15, 2021	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.
October 22, 2021	Calculate Default Budget (<i>may need to modify before posting if anticipated contractual cost change</i>).
October 25, 2021	Business Office to calculate estimated regular and special education tuition rate for Fremont School District.
October 29, 2021	Calculate projected revenues and anticipated tax rate.
November 1, 2021	Estimated tuition rate due to Fremont (GMTR).
November 3, 2021	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 12, 2021 5:00pm deadline for all budget questions to be submitted to Administration.

November 18, 2021 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 1, 2021 School Board approves preliminary budget.

December 2, 2021 Budget Committee meeting budget preparation.

SAU Office to submit the following public notices to Carriage Towne News for publication:

December 29, 2021 and January 5, 2022 publications:

January 11, 2022 – Deadline for petitioned warrant articles and collective bargaining agreements.
RSA 40:13, II-a(b)

January 7, 2022 – Deadline for petitioned bond articles.

January 11, 2022 – Bond Hearing, if necessary (snow date January 12, 2022), (To be held within 15-60 day window required by RSA 33:8-a (after December 11, 2021 and on or before January 25, 2022) before deliberative session).

January 11, 2022 – Budget Committee Public Hearing on proposed budget and articles requesting appropriations (snow date January 12, 2021), (To be held on or before the third Tuesday in January – *deadline January 18, 2021*).

January 18, 2022 – Supervisors of the Checklist Correction Session #1 – day before filing period opens.

February 26, 2022 – Supervisors of the Checklist Correction Session #2 – to correct checklist on Saturday 6-7 days prior to election

December 9, 2021 Budget Committee approves preliminary budget.

- December 15, 2021** Calculate Guaranteed Maximum Tuition Rate for Fremont using the November 15, 2021 enrollments for the 2022-2023 School Year.
- December 16, 2021** Tentative – Joint meeting School Board and Budget Committee at School Board regular meeting, if needed.
- January 4, 2022** Last day to post notice of January 11, 2022 budget public hearing.
- January 5, 2022** School Board meeting – identify possible warrant articles. (*CBA negotiations*)
- January 5, 2022** SAU Office completes the final draft of the 2022-23 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 7, 2022), (To be held on or before the third Tuesday in January – *deadline January 18, 2022*).
- January 6, 2022** Budget Committee meeting – planning for public hearing.
Last day to post notice of bond hearing, if necessary. Notice of bond hearing is 7 days in advance.
- January 7, 2022** Deadline for petitioned bond articles over \$100,000. RSA 40:13, II-a(b) (budget submission date and final date for petition warrant articles shall be the 2nd Tuesday in January (*1/11*) “provided, however, that if a petitioned article proposes a bond governed by RSA 33:8-a, the deadline shall be the preceding Friday.”)
- January 11, 2022** Deadline for receiving petitioned articles for warrant and “budget submission date” for collective bargaining agreements (second Tuesday in January).
- January 11, 2022** 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 – *deadline January 27, 2022*). 20 days prior to the deliberative meeting as per RSA 32:16(IV) – *deadline January 20, 2021*).
- January 11, 2022 (snow date January 12, 2022)** Budget Committee holds **Public Hearing** on proposed 2022-2023 budget and warrant articles requesting appropriations (on or before the third Tuesday in January – *deadline is January 18, 2022*). Sanborn Regional High School in Kingston, New Hampshire at 7:00pm.
- January 11, 2022** Bond Hearing, if necessary (snow date January 12, 2022), (To be held within 15-60 day window required by RSA 33:8-a (after December 11, 2021 and on or before January 25, 2022) before deliberative session).
- January 18, 2022** Supervisors of Checklist Correction Session #1 (7 days prior notice must be published in newspaper or be posed in 2 places, one of which shall be the Town’s website, if one exists – RSA 654:27; RSA 6695 (The supervisors shall also hold one session for correction of the checklist on the day immediately prior to the first day of the filing period for

candidates for town office, as provided in RSA 669:19 or 669:42, as applicable, from 7:00 p.m. to 7:30 p.m. and at the discretion of the supervisors for extended hours).

- January 19, 2022** Default Budget – Obtain School Board signatures for posting.
- January 19, 2022** Filing opens with School District Clerk for School District Officers (School Board, Moderator, and 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 *Annual Report* with final budget and ballot questions made available to School District Meeting “...at least one week before...”)
- January 20, 2022** Complete MS-27 and obtain Budget Committee Signatures.
- January 21, 2022** Deadline for SAU to gather proposed budget information for inclusion in the annual report.
- January 25, 2022** 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). (RSA 40:13 IIa(d) requires posting and copies available to the general public on or before the last Monday in January - Last day is January 31, 2021).
- January 28, 2022** 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). (RSA 671:19 and RSA 669:19)
- February 9, 2022** **First session of annual School District Meeting (Deliberative)** Explanation, discussion, and debate of each warrant article – *must be between February 5th and February 12th, inclusive*).
Sanborn Regional High School Auditorium in Kingston, New Hampshire at 7:00pm
- February 26, 2022** Supervisors of Checklist Correction Session #2 to correct checklist prior to election of school district officers. RSA 669:5 (the session for correction shall be held on Saturday 6 to 13 days prior to the election).
- March 8, 2022** **Second session of annual School District Meeting. Voting to be conducted by official ballot in each community in conjunction with Town Meeting voting – must be between the March 5th and March 12th, inclusive**.
Town of Kingston, Swasey Gymnasium – 8:00am – 8:00pm
Town of Newton, Newton Town Hall – 8:00am – 8:00pm
- March 12, 2022** Complete MS-22 for inclusion in School Board meeting packet.
- March 17, 2022** Present MS-22 for approval at School Board meeting and obtain School Board member signatures.

- March 28, 2022** 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, 2022** Open FY 21-22 budget in Infinite Visions for next year planning.