

Approved by the Arlington School Committee, November 10, 2016  
Arlington Public Schools  
Annual Budget Calendar – 2016-17

<b>Month</b>	<b>Mtg #</b>	<b>Date</b>	<b>Present, Prepare, To Do</b>
September	1	9/8/16	<Monthly reports*>
	2	9/22/16	
<b>End of year report due Sept 30</b>			
October	1	10/13/16	<Monthly reports*>
	2	10/27/16	<b>First draft budget calendar</b> Distribute Report of Fiscal year (EOYR), Fed through state grant reports due October 31 Submit email questions about EOYR to KB, DJ by 11/3/16 Final year's enrollment numbers
November	1	11/10/16	<b>Approve budget calendar</b> <b>Answer questions about EOYR Report</b> Monthly reports
	2	11/17/16	<b>Cancel?</b>
<b>Set up meeting with FinComm for end of year report &amp; first discussion about next year's budget - in progress</b>			
December	1	12/8/16	Monthly reports <b>Hear from ½ principals, dept heads, AEA on priorities for next year</b>
	2	12/15/16	<b>Hear from ½ principals, dept heads, AEA on priorities for next year</b> <b>Discuss SC priorities for budget</b>
<b>Collect public input on budget</b>			
January	1	1/12/17	Monthly reports <b>Set SC priorities for budget</b> <b>Deliver first budget number to Town Manager</b>
January	2	1/26/17	
<b>Budget book to SC members 2/2/17?</b>			
February	1	2/9/17	Monthly reports <b>First look at budget detail</b>
	2	(none)	
March	1	3/2/17	<b>Budget hearing</b>
	2	3/16/17	Monthly reports <b>Final vote on budget</b> Approve what goes to FinComm
	3	3/30/17	
<b>Budget meeting with FinComm 3/20/17</b>			
April	1	4/13/17	Monthly reports
<b>Budget book goes to printer 4/14/17</b>			
<b>Town Meeting opens 4/24/17</b>			
April	2	4/27/17	

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May	1	5/11/17	Monthly reports
	2	5/25/17	
June	1	6/8/17	Monthly reports
	2	6/22/17	
July			MUNIS down for close of fiscal year
August			New FY grants set up as allocated

<\*> -- as possible given staffing constraints

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