



BUDGET CALENDAR

TASK	PERSON(S) RESPONSIBLE	DATE
1. Begin implementation of current year's budget with monthly monitoring by School Board/Committee.	Principal	July
2. No budgeting activity		August
3. Review monthly and year-to-date actual performance against budget	Principal/School Board Committee	September and each succeeding month
4. Long-range plan is updated. New assumptions are presented to the School Board and Finance Committee no later.	Planning Team	October
5. Begin actual preparation of annual school budget on revised long-range plan. Present Finance Committee members with budget preparation forms and "Charts of Accounts." Responsibility for various sections of the budget are assigned. Assumptions are developed in the areas of enrollment and staffing, to be presented to committee.	Principal/Designated Committee(s) Principal Administration	December January
6. Finalize enrollment and staffing assumptions, including tuition and fee policy, salary schedules and fringe previously approved by parish council/Board of Directors. Back-up forms should be used de-tailing faculty by name, grade taught, salary base, and additional information. Distribute budget request information to faculty for use in preparing text- book, supply, and departmental requests	Principal	January
7. Develop line-by-line expenditure budget using faculty and departmental requests, as well as assumptions built into long-range plan. List all salary costs, including fixed charges and fringe benefits. This will be the largest single expenditure in the operating budget. It should be refined and finalized at this point. Building repairs and improvements should be detailed for the operating budget from the long-range plan	Principal/Designated Committee(s) Designated committee of Parish Council/Board of Directors	February
8. Develop line-by-line income assumptions including tuitions, fund raising, parish subsidy and development income	Principal/Designated Committees	March

<p>9. Present tentative budget to the School Board/Parish Council for approval. If procedures call for committee(s) recommendation to the Board/Parish Council then follow the Parish guidelines</p> <p>Back-up information on specific income should also be provided to the Board/ Parish Council particularly in the areas of tuition and fund raising.</p>	Principal/Designated Committees	April
<p>10. Calendarize budget for control purposes and develop a monthly cash flow</p>	Principal	May
<p>11. Publish budget in annual report</p>	Principal	June