

**Andover Public Schools**  
**FY 14 Operating Budget Planning Calendar for the Fiscal Year Ending June 30, 2013**

*NB - Dates subject to change*

2012	Actions
July 20	Begin work on FY 14-FY 18 CIP Requests
September 7	Preliminary FY 14 CIP Requests submitted to Town Manager
October 4	School Committee Review: FY 14 CIP Requests to Town Manager
October 5	Assistant Superintendent-Finance submits FY 14 CIP Request to Town Manager
October 26	SC Budget Subcommittee reviews FY 14 Budget Guidelines and Calendar
November 19	FY 14 CIP Presentation and Public Hearing
December 3	Tri-Board Meeting to review FY 14 CIP and budget assumptions
December 11	SC Budget Subcommittee reviews FY 14 Budget Guidelines and Process
December 17	School Committee Review: FY 14 CIP & Tri-Board Meeting to review FY 14 Debt Structure
2013	Actions
January 7	School Committee reviews FY 14 Budget Guidelines and Calendar
January 7	Supt/Asst Supt "Budget Kickoff" Meeting with Principals & District Office Staff
January 10	School Committee votes FY 14 Budget Guidelines and Calendar (7:00 pm SC Room)
January - February	Superintendent & Assistant Superintendent-Finance develop FY 14 budget
January 18	Principals' Budgets due to Superintendent & Assistant Superintendent- Finance Town Meeting Warrant Closes
January 22	Superintendent & Assistant Superintendents meet w/individual LT members to review school budget requests
January 25	SC Budget Subcommittee Meeting
January 29	SC Budget Subcommittee Meeting
January 30	Submit FY 14 Operating Budget Request to Town Manager
February 1	Town Manager's Recommended Budget Released
February 4	Town Manager presents budget to BOS
February 4	FY 14 LT Budget Workshop to review preliminary budget ( 12:30 – 4:30 pm; Merrimack College)
February 11	FY 14 LT Budget Workshop to review and finalize preliminary budget (9:30 am – 4:30 pm; Merrimack College)
February – March TBD	SC Budget Workshops
March 4	Superintendent presents FY 14 Preliminary Budget to School Committee
March 6	Tri-Board Meeting: Review of FY 14 Requested School Budget
March 21	Public Hearing: FY 14 Budget
March 28	School Committee votes FY 14 APS Budget Final Budget votes due to Finance Committee for Town Meeting Report
March 29	Superintendent submits FY 14 School Committee approved budget to Town Manager
May 6 & 7	Andover Annual Town Meeting
July 1	FY 14 Budget implementation