

# SAN BRUNO PARK SCHOOL DISTRICT 2013-2014 BUDGET CALENDAR

(Includes Remaining Portion of 2012-13 Budget Events)

MONTH	2013-2014 BUDGET	2012-13 BUDGET
JANUARY 2013		CBO and/or Accounting Supervisor hold public hearing and review audit report at regular board meeting.  Meet with District Administrators and Principals to review status of current year budget and expenditures. (Various dates)
JANUARY 16, 2013	CBO presents budget guidelines and calendar at regular board meeting	
JANUARY 2013	CBO and Accounting Supervisor attend School Services of California's Governor's Budget Workshop	
JANUARY 30, 2013	CBO meets with District Administrators and Principals to review budget updates and projected funding and expenditures. (AMT meeting)	
FEBRUARY 2013	Receive State Budget Information and report update to Governing Board	Prepare Second Interim Report (Financial Status as of January 31)
FEBRUARY 27, 2013	<b>Board Members' Budget Study Session</b>	
MARCH 2013	Prepare budget draft	Present Second Interim Report (Financial Status as of January 31) at regular board meeting.  Selection of auditing firm.
APRIL 2013	Present District Administrators and Principals with budget draft for review and comment. Present budget draft at regular board meeting.	Review Second Interim Report with District Administrators and Principals.
MAY 2013	CBO and Accounting Supervisor attend School Services of California's Governor's May Revise Workshop (Date to be determined) Revise budget as needed	
MAY 22, 2013	<b>Board Members' Budget Study Session</b>	
JUNE 2013	Hold public hearing and adopt budget at regular board meeting	Revise budget if needed/Year-end budget transfer resolution
SEPTEMBER 2013		CBO presents 12-13 Unaudited Actual Report at board meeting
DECEMBER 2013	Present changes in budget since adoption and Present First Interim Report (Financial Status as of October 31) at regular board meeting.	Completion of 12-13 Audit by December 13

**Please note that the calendar will always include more than one fiscal year.**