

Approved by the Arlington School Committee October 26, 2017  
Arlington Public Schools  
Annual Budget Calendar – 2017-18

Month	Mtg #	Date	Present, Prepare, To Do
September	1	9/14/17	
	2	9/28/17	<Monthly reports*>
<b>End of year report due Sept 30</b>			
October	1	10/12/17	<b>First draft budget calendar</b>
	2	10/26/17	<b>Approve budget calendar</b> Final year's enrollment numbers <Monthly reports*>
November	1	11/9/17	Distribute Report of Fiscal year (EOYR), Fed through state grant reports due October 31
	2	11/16/17	Monthly reports <b>Answer questions about EOYR Report</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	12/7/17	<b>Hear from ½ principals, dept heads, AEA on priorities for next year</b>
	2	12/14/17	Monthly reports <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	1/11/18	<b>Set SC priorities for budget</b> <b>Deliver first budget number to Town Manager</b>
January	2	1/25/18	Monthly reports
<b>Budget book to SC members - 2/2/18</b>			
February	1	2/8/18	Monthly reports <b>First look at budget detail</b>
	2	(none)	
March	1	3/1/18	<b>Budget hearing</b>
	2	3/15/18	<b>Final vote on budget</b> Approve what goes to FinComm Monthly reports
	3	3/29/18	
<b>Budget meeting with FinComm - 3/21/17</b>			
April	1	4/12/18	
<b>Budget book goes to printer - when?</b>			
<b>Town Meeting opens 4/23/18</b>			
April	2	4/26/18	Monthly reports
May	1	5/10/18	
	2	5/24/18	Monthly reports
June	1	6/7/18	
	2	6/21/18	Monthly reports

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July			MUNIS down for close of fiscal year
August			New FY grants set up as allocated

<\*> -- as possible given staffing constraints