<table>
<thead>
<tr>
<th>Month(s)</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>September and November</td>
<td>Budget calendar submitted to Board for approval; review of supplemental budget requests/adjustments</td>
</tr>
<tr>
<td>By October 5th</td>
<td>Budget forms distributed to Principals and Department Directors</td>
</tr>
<tr>
<td>November</td>
<td>Budget discussion - Leadership Team; Principals meet as grade level teams to discuss aligning initiatives to Growing to Greatness Pathways</td>
</tr>
<tr>
<td>December Thru June</td>
<td>Budget discussions with Teacher Advisory Council, Support Staff Advisory Council, Parent Advisory Council, Key Communicators (Budget on respective agendas at each meeting as necessary)</td>
</tr>
<tr>
<td>By December 1st</td>
<td>Budget requests due from Principals/Departments</td>
</tr>
<tr>
<td>January 3</td>
<td>Board work session on budget</td>
</tr>
<tr>
<td>By February 28th</td>
<td>Confirm preliminary teacher counts with Principals</td>
</tr>
<tr>
<td>March 6</td>
<td>Board work session - Presentation of Superintendent’s Budget</td>
</tr>
<tr>
<td>March 13</td>
<td>Board member meetings w/ Superintendent and Chief Officer for Budget and Finance and Public Hearing on Budget</td>
</tr>
<tr>
<td>April 10</td>
<td>Board meeting - adopt preliminary budget</td>
</tr>
<tr>
<td>April 20</td>
<td>Budget presentation to County Commissioners</td>
</tr>
<tr>
<td>May 2</td>
<td>County Manager Recommended Budget Presentation (includes recommended funding for Moore County Schools)</td>
</tr>
<tr>
<td>May 8</td>
<td>Public Hearing on Budget – County Commissioners</td>
</tr>
<tr>
<td>June 30</td>
<td>Deadline for action by County Commissioners on preliminary budget request</td>
</tr>
<tr>
<td>By October 15</td>
<td>Approval of final school budget (including authorization of state, federal and local funds with appropriate Budget Resolution)</td>
</tr>
</tbody>
</table>
Budget Instructions

Attached please find the following documents:

1) **Position justification form** – Please provide written justification for position additions/changes/deletions. Any suggested changes should correspond to your school improvement plans. *This does not include shifting of teachers by grade due to changes in enrollment. (Any new positions must be approved by Senior Staff.)*

2) **New initiatives form** – Please describe any new initiatives for the upcoming school year. Any new initiatives should correspond to your school improvement plans. (Any new initiatives must be approved by Senior Staff.)

3) **Reduction form** – Please provide justification for requested reductions. Justification should include how this reduction relates to your school improvement plan.

4) **Capital justification form** – Please describe capital requests for the upcoming school year. Any requests should correspond to your school improvement plans.

***Only include items that are $500 or more.

***Attached is a current project list developed by the Maintenance Department. Any items on this list **do not** need to be listed on your forms.
Position Justification Form – (see instructions)

School/Department

Please provide justification for requested position changes (additions/changes/deletions). Justification should include how this change directly relates to your school improvement plan, noting specific pathway and critical element.

Position change #1 –

Justification –

Position change #2 –

Justification –

Position change #3 –

Justification –
New Initiative Form – (see instructions)

School/Department _________________________________

Please provide justification for requested new initiative. Justification should include how this initiative directly relates to your school improvement plan, noting specific pathway and critical element.

New initiative #1 –

Justification –

New initiative #2 –

Justification -

New initiative #3 –

Justification
Reduction Form

School/Department

Please provide justification for requested reductions. Justification should include how this initiative directly relates to your school improvement plan, noting specific pathway and critical element.

Reduction #1 –

Justification –

Reduction #2 –

Justification -

Reduction #3 –

Justification -
Capital Justification Form

School/Department ________________________________

Please provide justification for requested capital. Justification should include how this capital request directly relates to your school improvement plan, noting specific pathway and critical element.

Capital request #1 –

Justification –

Capital request #2 –

Justification –

Capital request #3 –

Justification –