

<b>March – June 2022</b>	School Board determines/updates goals for Sanborn Regional School District.
<b>April 2022</b>	Superintendent, Business Administrator, and two Budget Committee representatives meet to discuss preliminary budget timeline.
<b>April 21, 2022</b>	Budget Committee Organizational & Planning meeting.
<b>July 31, 2022</b>	Estimate year-end unassigned fund balance.
<b>August 17, 2022</b>	School Board approval of the DOE-25 and MS-25 (sets year-end unassigned fund balance).
<b>October 2022</b>	District Leadership team develops guidelines for budget preparation, criteria for new programs to be proposed in budget.
<b>October 18, 2022</b>	Administrators present budgets to Leadership Team, Leadership Team recommends final budget to Superintendent, all site budgets are updated in the accounting software, and administrators update narratives as necessary.
<b>October 21, 2022</b>	Calculate Default Budget ( <i>may need to modify before posting if anticipated contractual cost change</i> ).
<b>October 25, 2022</b>	Business Office to calculate estimated regular and special education tuition rate for Fremont School District.
<b>October 31, 2022</b>	Calculate projected revenues and anticipated tax rate.
<b>November 1, 2022</b>	<b>Estimated</b> tuition rate due to Fremont School District.
<b>November 2, 2022</b>	Superintendent presents recommended budget at Joint meeting – School Board and Budget Committee, at regular School Board meeting.  School District Clerk to notify Supervisors of the Checklist in each town of the District Meeting date.
<b>November 9, 2022</b>	5:00pm deadline for all budget questions to be submitted to Administration.
<b>November 17, 2022</b>	Joint meeting – School Board at Budget Committee’s meeting, question and answers follow-up, Leadership Team present.
<b>November 30, 2022</b>	School Board recommends budget to Budget Committee.
<b>December 1, 2022</b>	Budget Committee meeting budget preparation for approval of budget.
<b>December 14, 2022</b>	Tentative – Joint meeting School Board and Budget Committee at School Board regular meeting, if needed.

- December 15, 2022** Budget Committee approves budget, if agreement could not be reached on December 1, 2022.
- December 15, 2022** Calculate Guaranteed Maximum Tuition Rate for Fremont using the November 15, 2021 enrollments for the 2023-2024 School Year.
- December 22, 2022** SAU Office to submit the following public notices to Carriage Towne News for publication:
- December 29, 2022 and January 5, 2023 publications:*
- January 10, 2023 – Deadline for petitioned warrant articles and collective bargaining agreements.
- January 10, 2023 – Deadline for petitioned bond articles.
- January 10, 2023 – Bond Hearing, if necessary (snow date January 11, 2023).
- January 10, 2023 – Budget Committee Public Hearing on proposed budget and articles requesting appropriations (snow date January 11, 2023).
- January 24, 2023 – Supervisors of the Checklist Correction Session #1 – day before filing period opens.
- February 4, 2023 – Supervisors of the Checklist Correction Session #2 – to correct checklist on Saturday 6-13 days prior to election
- January 3, 2023** Last day to post notice of January 10, 2023 budget public hearing.
- Last day to post notice of bond hearing, if necessary. Notice of bond hearing is 7 days in advance.
- January 4, 2023** SAU Office completes the final draft of the 2023-24 budget documents, as approved by the School Board.
- School Board meeting – identify possible warrant articles. (*CBA negotiations*)
- School Board approves preliminary School District warrant with petitioned articles with recommendations.
- School Board holds bond hearing, if necessary (snow date January 5, 2023), (To be held on or before the third Tuesday in January – *deadline January 17, 2023*).
- January 5, 2023** Budget Committee meeting – planning for public hearing.
- Budget Committee to vote and deliver budget and warrant article recommendations to the School Board for posting (no later than the Thursday before the last Monday in January – *deadline January 26, 2023*). 20 days prior to the deliberative meeting as per RSA 32:16(IV) – *deadline January 19, 2023*).

- January 6, 2023**      Deadline for petitioned warrant articles proposing a bond governed by RSA 33:8-a (e.g., over \$100,000). RSA 33:8-a; 40:13, II-a(b).
- January 10, 2023**      Deadline for petitioned bond articles under \$100,000. RSA 40:13, II-a(b) (budget submission date and final date for petition warrant articles shall be the 2<sup>nd</sup> Tuesday in January”).
- January 10, 2023**      Deadline for receiving petitioned articles for warrant and “budget submission date” for collective bargaining agreements (second Tuesday in January).
- January 10, 2023 (snow date January 11, 2023)**      Budget Committee holds **Public Hearing** on proposed 2023-2024 budget and warrant articles requesting appropriations (on or before the third Tuesday in January RSA 40:13 II-a(c) and no later than 25 days before each annual or special meeting RSA 32:5 I – *deadline is January 14, 2023*). Sanborn Regional High School in Kingston, New Hampshire at 7:00pm.
- January 10, 2023**      Bond Hearing, if necessary (snow date January 11, 2023), (To be held within 15-60 day window required by RSA 33:8-a (after December 10, 2022 and on or before January 24, 2023) before deliberative session).
- January 18, 2023**      Default Budget – Obtain School Board signatures for posting.
- January 24, 2023**      Supervisors of Checklist Correction Session #1 (7 days prior notice must be published in newspaper or be posed in 2 places, one of which shall be the Town’s website, if one exists – RSA 654:27; RSA 6695 (The supervisors shall also hold one session for correction of the checklist on the day immediately prior to the first day of the filing period for candidates for town office, as provided in RSA 669:19 or 669:42, as applicable, from 7:00 p.m. to 7:30 p.m. and at the discretion of the supervisors for extended hours).
- January 28, 2023**      Filing opens with School District Clerk for School District Officers. The School District Clerk will be available from 8:00am to 4:00pm Monday through Thursday at the SAU Office, 51 Church Street, Kingston, New Hampshire. (School Board, Moderator, and Budget Committee). (Begins seventh Wednesday before the election and ends the following Friday).
- January 19, 2023**      Complete MS-27 and obtain Budget Committee Signatures.
- January 20, 2023**      Deadline for SAU to gather proposed budget information for inclusion in the annual report.
- January 24, 2023**      Warrants and budgets (MS-27) to be posted by School Board Chairperson and copies made available to the general public and on the School District website (SAU17.org). (RSA 40:13 IIa(d) requires posting and copies available to the general public on or before the last Monday in January - Last day is January 30, 2023).

- February 1, 2023** Annual Report containing final budget and ballot questions available on the School District website (SAU17.org) and copies made available to the general public. (RSA 40:13, II requires the *Annual Report* with final budget and ballot questions made available to School District Meeting “...at least one week before...”
- February 3, 2023** Filing closes for School District Officers at 5:00pm. The School District Clerk will be available from 8:00am to 5:00pm at the SAU Office, 51 Church Street, Kingston, New Hampshire. (Begins seventh Wednesday before the election and ends the following Friday). (RSA 671:19 and RSA 669:19)
- February 8, 2023** **First session of annual School District Meeting (Deliberative)** Explanation, discussion, and debate of each warrant article – *must be between February 4th and February 11th, inclusive*.  
Sanborn Regional High School Auditorium in Kingston, New Hampshire at 7:00pm
- March 4, 2023** Supervisors of Checklist Correction Session #2 to correct checklist prior to election of school district officers. RSA 669:5 (the session for correction shall be held on a Saturday 6 to 13 days prior to the election).
- March 14, 2023** **Second session of annual School District Meeting. Voting to be conducted by official ballot in each community in conjunction with Town Meeting voting.**  
**Town of Kingston, Swasey Gymnasium – 8:00am – 8:00pm**  
**Town of Newton, Newton Safety Complex – 8:00am – 8:00pm**
- March 17, 2023** Complete MS-22 for inclusion in School Board meeting packet.
- March 22, 2023** Present MS-22 for approval at School Board meeting and obtain School Board member signatures.
- March 31, 2023** SAU submits MS-22 (report of appropriations voted) to Department of Revenue Administration, Department of Education, and Boards of Selectmen. (*Due within 20 days of meeting date to vote.*)
- May 1, 2023** Open FY 24-25 budget in Infinite Visions for next year planning.