

Financial Planning and Development
Financial Planning, Monitoring and Accountability Department

**TIMELINE FOR TITLE I BUDGET
RESPONSIBILITIES**

The suggested timeline and checklist below highlights important dates for managing Title I budgets.

ACTIVITY	DATES
<input type="checkbox"/> Develop 2015-16 SPSA and Title I Budget	March 13, 2015
2015-16 Fiscal Year Begins	July 1, 2015
<input type="checkbox"/> Implementation of 2015-16 SPSA and Title I Budget begins	July 1, 2015
<input type="checkbox"/> Monitor and modify school budget based on surplus or deficit budget adjustments.	July 2015 through June 2016
<input type="checkbox"/> Salary transfers and benefits updates <input type="checkbox"/> Check in with your Budget Analyst to check status of updates <input type="checkbox"/> Modify school budget based on surplus or deficit budget adjustments	December 2015 through January 2016
2016-17 Budgets Released <input type="checkbox"/> Meet with advisory groups and SSC <input type="checkbox"/> Develop and approve school site SPSA and budget <input type="checkbox"/> Submit to BOE for approval	January/February 2016 (tentative)
Spending deadlines begin <input type="checkbox"/> Reference Processing Deadlines Circular <input type="checkbox"/> Submit final orders for the school year	April 2016 through June 2016