

## Budget Timeline

The following **BUDGET** timeline will be adhered to consistently to ensure that:

- All purchase requests and reimbursements are handled in an efficient and expedient manner.
- CTE is fiscally responsible, operates within its budget, and adheres to the timeline imposed by the districts' Business and Finance department.
- All purchase requests and reimbursements are **APPROVED PRIOR** to funds being encumbered to avoid any confusion or non-reimbursed expenses at a later date.

### ***SOME DATES TO REMEMBER:***

<b>July 1</b>	The Executive Director of Career and Technical Education will determine individual program budgets by this date based on the approval of the county Superintendents. Written confirmation of budget amounts will be sent to CTE teachers by the date they report back to their buildings.
<b>July 1</b>	CTE teachers can submit purchase requests for approval after this date following your district's procedures.
<b>Year round</b>	Please track your expenses. Your building secretary can provide you with the status of each of your accounts. Let your building secretary know of any discrepancies between your records and the building's account of your spending.
<b>February</b>	CTE teachers will provide their Program Coordinator with their projected needs for the next school year by completing the county-wide planning forms by the deadline set. Accurate and complete forms assist CTE in setting supply, equipment repair, professional development, and capital outlay budgets for the next school year. <b>These projected budget forms should not be confused with purchase requests.</b>
<b>April 15</b> (or deadline annually set by your Business & Finance Office)	All remaining school year purchase requests must be submitted for approval by this date. No purchase requests will be accepted after this date to ensure that supplies are received, and invoices paid prior to the closeout date for all CTE accounts. Any funds not encumbered by deadline may no longer be available to teachers. <b>Please plan ahead.</b>