

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Curriculum
Learning Resources & Instructional Materials Department

Recommended Budget Calendar

Selection and ordering is an on-going, year-long process, per the following calendar.

August/September	October	November
<p>Review supply needs.</p> <p>Meet with the bookkeeper/budgetkeeper to remind him/her to include processing and shipping costs to orders, as appropriate, for vendors that have been approved for processing. These shipments should be shipped to the school. (For vendors not authorized to do processing, orders should be coded to be shipped to "CPL," the Central Processing Lab.)</p> <p>Speak with the administrator to get the preliminary amount allocated for library media purchases.</p> <p>If not previously submitted, give the school's bookkeeper/budgetkeeper orders against the Instructional Materials funds that were allocated.</p> <p>Keep a "Consideration File" of items to be ordered based on reading reviews; noting gaps in the existing collection; and soliciting input from teachers, students, and administrators.</p>	<p>Prepare and submit orders to the bookkeeper/budgetkeeper for school budget and internal accounts orders.</p> <p>Keep track of expenditures using the "Budget Expenditures" form.</p> <p>Continue the "Consideration File."</p>	<p>Continue to prepare and submit orders to the bookkeeper/budgetkeeper for school budget and internal accounts orders.</p> <p>Check with the bookkeeper/budgetkeeper to be sure orders are being coded correctly so that the school "gets credit" for meeting FTE expenditure guidelines.</p> <p>Continue to keep track of expenditures using the "Budget Expenditures" Form.</p> <p>Continue the "Consideration File."</p>
December	January	February
<p>Continue to prepare and submit orders to the bookkeeper/budgetkeeper for school budget and internal accounts orders.</p> <p>Continue to keep track of expenditures using the "Budget Expenditures" Form.</p> <p>Continue the "Consideration File."</p>	<p>Conduct a faculty and student needs assessment and begin to plan for the next school year.</p> <p>Meet with the Media Advisory Committee to review and analyze results of the assessments. Prioritize the needs and prepare a Budget Request for the following school year.</p> <p style="text-align: right;">Cont'd.</p>	<p>Continue to prepare and submit orders to the bookkeeper/budgetkeeper for school budget and internal accounts orders.</p> <p>Continue to keep track of expenditures using the "Budget Expenditures" Form.</p> <p>Continue the "Consideration File."</p>

	<p style="text-align: center;">January (continued)</p> <p>Continue to prepare and submit orders to the bookkeeper/ budgetkeeper for school budget and internal accounts orders.</p> <p>Continue to keep track of expenditures using the "Budget Expenditures" Form.</p> <p>Continue the "Consideration File."</p>	
<p style="text-align: center;">March</p> <p>Verify that all funds have been spent. Initiate requisitions for remaining funds.</p> <p>Check with the bookkeeper/ budgetkeeper to be sure that the school is meeting FTE expenditure guidelines. (E-mail the bookkeeper at Learning Resources for assistance, if needed.)</p> <p>Continue to keep track of expenditures using the "Budget Expenditures" Form.</p> <p>Continue the "Consideration File."</p>	<p style="text-align: center;">April</p> <p>Review all purchase orders and contact vendors regarding outstanding items. If orders are complete, the bookkeeper/ budgetkeeper must submit an order form to Supply Management & Logistics (Purchasing) to close out budget and Instructional Materials funds.</p> <p>Ascertain if there are any outstanding balances and be sure selections have been made to resolve them.</p> <p>If school funding is still available, quickly submit orders to the bookkeeper/budgetkeeper.</p> <p>Be sure the "Budget Expenditures" form is up-to-date.</p> <p>Continue to keep track of expenditures using the "Budget Expenditures" Form.</p> <p>Continue the "Consideration File."</p>	<p style="text-align: center;">May</p> <p>Review the "Budget Expenditures" form with the bookkeeper/budgetkeeper in preparation for the Annual Report, which is to be submitted electronically to the Learning Resources & Instructional Materials Department in mid-May. (The media specialist should print the report and discuss it with the administrator, who must sign the last page. The signed copy should be sent to Learning Resources.)</p> <p>Prepare and submit orders for newspapers and magazines for the next school year using <u>this year's funds</u>.</p> <p>Continue to keep track of expenditures using the "Budget Expenditures" Form.</p> <p>Continue the "Consideration File."</p>
<p style="text-align: center;">June, July, August</p> <p style="text-align: center;">Relax, read professional journals, and continue the "Consideration File."</p>		