

**URBANA SCHOOL DISTRICT #116
BUSINESS OFFICE MEMO**

TO: Dr. Donald Owen

FROM: Carol Baker
Chief Financial Officer *CB*

DATE: June 8, 2016

RE: Tentative Budget 2016-17

The Board packet contains a tentative budget for the District for the 2016-17 (fiscal year starting July 1, 2016 and ending June 30, 2017).

The following are dates for developing and adopting the 2016-17 District budget:

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| June 21, 2016 | Adopting of tentative budget. The Board needs a tentative Budget adopted prior to June 30 so that we can operate after July 1. Please review the list of budget assumptions. |
| September 6, 2016 | Public Hearing on the 2016-17 budget. Board Study Session concerning budget. |
| September 20, 2016 | Board approval of final 2016-17 budget. |