



Board/Financial Calendar

August

- 1st - Certificates of insurance review
- 15th - 16.67% of SSF
- Financial Audit
- Annual inventory review

September

- 15th - 8.33% of SSF
- End of fiscal year financial statements created

October

- 15th - 8.33% of SSF
- Annual report is due to SFSD and copy to ODE (Oct 31st)

November

- 15th - 8.33% of SSF
- OSBA conference

December

- 15th - 8.33% of SSF

January

- 15th - 8.33% of SSF
- Lease review
- Finance Committee Five-year budget review
- Executive Appraisal Instrument

February

- First review of 5-year budget
- 15th - 8.33% of SSF
- Prepare for elections

March

- Conduct community survey
- Administrator self-evaluation
- CRS Board approves budget for next year and 5-year budget
- 15th - 8.33% of SSF

April

- 1st - CRS budget due to SFSD
- Administrator submit annual review portfolio
- Essential Elements Rubric
- DERS
- Teacher/Admin contracts
- 15th - 8.33% of SSF
- Climate Survey

May

- Goal setting
- 15th - Balance of SSF
- Begin Communications with Auditor- Provide SFSD copies of all letters from its auditors to the Community Roots Board

June

- Insurance/coverage amounts review
- Elections/Annual meeting (end of May, beginning of June)
- Executive Appraisal Instrument (goal setting)