




## BULLETIN

**SUBJECT:** BUDGET DEVELOPMENT – FISCAL YEAR 2013-14 2012-13 NO. AS-19  
**TO:** K-12 Principals and Office Managers  
**DATE:** November 14, 2012  
**PREPARED BY:** Gerardo Castillo, CPA **DEPARTMENT:** Budget Services  
Director, Budget Services  
**REVIEWED BY:** Patricia A. Hagemeyer **APPROVED:**   
Chief Business Officer

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As in previous years, the attached package will be used for the 2013-14 budget development process. In order to meet deadlines for certificated notices (March 15) the timeline for one stop staffing meetings is shorter than in the past. All meetings must be scheduled between December 10, 2012 and January 18, 2013 and cannot be extended past this period.

Information gathered at the one stop staffing meetings will be used to prepare information for Board action. Gamine Curry will be contacting you in the next week to schedule your appointment.

If you have questions or concerns regarding this material, please call Gerardo Castillo at (643) 9405 or your Area Assistant Superintendent.

### Attachments

cc: Area Assistant Superintendents  
Jess Serna, Chief Human Resources Officer  
Budget Services Staff