

FY 2022 Budget Planning Timeline for Operating Fund Budgets

Includes General Operating, Food Nutrition Service, Community Service, and Capital

Phase	Date	Who	Outcome	Document
	Grey shading denotes FAC		Orange shading denotes School Board (Bold = school board budget-related action)	
D a t a G a t h e r i n g	August 10, 2020 <small>(moved to September 29)</small>	School Board Work Session	Understand the budget timeline and process	(A) Budget Timeline
	September 29, 2020	School Board Regular Meeting	Approve preliminary Pay 2021 levy	(B) Levy summary
	October 21, 2020	FAC #1	1. Orientation 2. Understand Budget Timeline	(A) Budget Timeline (C) FY 2021 Budget Book (H) Spring 2020 FAC Report
	November 2020	Budget Managers	1. Provide preliminary direction to prepare FY 2022 budget requests (potential budget reductions) 2. Provide target for FY 2022 capital budget 3. Provide HR related direction on staffing-related requests	(D) Enrollment projections (E) Fund Balance Summary
	November 2020	Budget Managers	Begin FY 2021 Mid-Year budget review	
	November 9, 2020	School Board Study Session	Preview FY 2020 audit results Preview FY 2021 Mid Year Budget Update	(E) Fund Balance Summary
	November 18, 2020	FAC #2	1. Understand FY 2020 Year End (audit) results 2. FY 2022 Enrollment Projections assumptions	(D) Enrollment projections (E) Fund Balance Summary
	November 23, 2020	School Board Regular Meeting	Accept FY 2020 audit results	(E) Fund Balance Summary (F) Audit Report
	December 9, 2020	FAC #3	1. Review FY 2022 enrollment projections 2. Review Spring 2020 FAC Report	(D) Enrollment Projections (H) Spring 2020 FAC Report
	December 14, 2020	School Board Regular Meeting	Approve final Pay 2021 levy Review Preliminary Enrollment Projections	(B) Levy Summary (D) Enrollment Projections
P r e p a r a t i o n	Jan - June 2021	Business Services	Review budget based on legislative changes and strategic plan review; adjustment as necessary.	
	January 13, 2021	FAC #4	1. Review of 5-Year Financial Model 2. Begin draft of Spring 2021 FAC Report	(G) 5-Year Financial Model
	January 25, 2021	School Board Regular Meeting	Update regarding budget process	(A) Budget Timeline (G) 5-Year Financial Model
	February 10, 2021	FAC #5	Prepare School Board presentation	(H) Spring 2021 FAC Report
	February 23, 2021	School Board Regular Meeting	FAC Presentation and update regarding FY 2022 budget process	(A) Budget Timeline (H) Spring 2021 FAC Report
	February 26, 2021	Budget Managers	All FY 2022 Operating and Capital fund budget requests due to Business Office	
A p p r o v a l	February 2021	Budget Managers	Review FY 2022 Operating and Capital fund budget proposal	
	March 22, 2021	School Board Regular Meeting	1. Approve FY 2022 Operating and Capital fund budget parameters to allow for fall preparation 2. Approve FY 2021 Mid Year Budget Update	(E) Fund Balance Summary
	March 24, 2021	FAC #6	Wrap up meeting	
	June 14, 2021	School Board Study Session	Review final FY 2022 Budgets for all funds; prepare to take action at June 22 regular meeting	(E) Fund Balance Summary
C l o s e	June 28, 2021	School Board Regular Meeting	Approve final FY 2022 budget for all funds	(C) FY 2022 Budget Book
	June 2021	Budget Managers	Debrief on FY 2022 budget planning process	