

## FY2022 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 ( <b>Bold</b> = school board budget-related action)	
D a t a  G a t h e r i n g	August 10, 2020 (moved to September 29)	School Board Work Session	Understand the budget timeline and process	(A) Budget Timeline
	<b>September 29, 2020</b>	<b>School Board Regular Meeting</b>	<b>Approve preliminary Pay 2021 levy</b>	<b>(B) Levy summary</b>
	October 21, 2020	FAC #1	1. Orientation 2. Understand Budget Timeline	(A) Budget Timeline (C) FY2021 Budget Book (H) Spring 2020 FAC Report
	November 2020	Budget Managers	1. Provide preliminary direction to prepare FY2022 budget requests (potential budget reductions) 2. Provide target for FY2022 capital budget 3. Provide HR related direction on staffing-related requests	(D) Enrollment projections (E) Fund Balance Summary
	November 2020	Budget Managers	Begin FY2021 Mid-Year budget review	
	November 9, 2020	School Board Study Session	1. Preview FY2020 audit results 2. Preview FY2021 Mid Year Budget Update	
	November 18, 2020	FAC #2	1. Understand FY2020 Year End (audit) results 2. FY2022 Enrollment Projections assumptions	(D) Enrollment projections (E) Fund Balance Summary
	November 23, 2020	School Board Regular Meeting	Levy/Budget Update	(B) Levy Summary (E) Fund Balance Summary
	December 9, 2020	FAC #3	1. Review FY2022 enrollment projections 2. Review Spring 2020 FAC Report	(D) Enrollment Projections (H) Spring 2020 FAC Report
	<b>December 14, 2020</b>	<b>School Board Regular Meeting</b>	<b>1. Approve final Pay 2021 levy 2. Accept FY2020 audit results 3. Review Preliminary Enrollment Projections</b>	<b>(B) Levy Summary (D) Enrollment Projections (F) Audit Report</b>
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 20, 2021	FAC #4	1. Review final budget assumptions 2. Begin draft of Spring 2021 FAC Report	
	January 25, 2021	School Board Regular Meeting	Update regarding budget process	(A) Budget Timeline (D) Enrollment Projections
	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 FY2022 budget process	(A) Budget Timeline (H) Spring 2021 FAC Report
	February 26, 2021	Budget Managers	All FY2022 Operating and Capital fund budget requests due to Business Office	
A p p r o v a l	February 2021	Budget Managers	Review FY2022 Operating and Capital fund budget proposal	
	<b>March 22, 2021</b>	<b>School Board Regular Meeting</b>	<b>1. Approve FY2022 Operating and Capital fund budget parameters to allow for fall preparation 2. Approve FY2021 Mid Year Budget Update</b>	<b>(E) Fund Balance Summary</b>
	March 24, 2021	FAC #6	Wrap up meeting	
	June 14, 2021	School Board Study Session	Review final FY2022 Budgets for all funds; prepare to take action at June 22 regular meeting	(E) Fund Balance Summary
C l p	<b>June 28, 2021</b>	<b>School Board Regular Meeting</b>	<b>Approve final FY2022 budget for all funds</b>	<b>(C) FY2022 Budget Book</b>
	June 2021	Budget Managers	Debrief on FY2022 budget planning process	