

Policies of the Board of Education

Series 600: Fiscal Management

**ANNUAL BUDGET DEVELOPMENT SCHEDULE**

(All dates are approximate completion dates and are revised annually.)

621-Rule

November	Administrators begin to develop an outline of major staff, and program or equipment needs for the next fiscal year.
December	Outline of major needs for the next year is reviewed with the administrators by the superintendent and business manager. Budget timeline also reviewed.
January	Board Budget Committee establishes the guidelines to be utilized by administration in developing the first draft of the budget. This may include a formula for establishing resource limits in specific areas. Business manager begins process to develop facilities and maintenance budget.
January	Budget timelines, priorities, formula, and Board guidelines reviewed with administration and department chairpersons. Budget process begins at building and district level.
February	Board acts on any possible staff reductions.
March	<ul style="list-style-type: none"><li>• Staff members return budget requests to designated administrators.</li><li>• Business manager completes proposed maintenance and facility budget with the Director of Buildings and Grounds and building principals.</li><li>• Staff requests finalized with the superintendent.</li></ul>
March	<ul style="list-style-type: none"><li>• Administrators present building/area budget requests to superintendent and business manager.</li><li>• Salaries and benefits budget completed by superintendent and Business Manager.</li></ul>
April	Administrative team and budget committee reviews and revises first budget draft for presentation to the Board.
May	Board budget committee reviews third draft of the budget. Second draft presented to Board
June	Public hearing held on the third draft of the budget.

621-Rule continued

June Third draft of budget revised by the superintendent and business manager with the Budget committee.

June Board adopts proposed budget for the next fiscal year.

July - Oct Annual Meeting and Budget Hearing. Levy approved. Budget revisions made by Board if necessary. Final budget adopted at board meeting held after annual meeting.

November 1

- Board makes final adjustments in the levy and certifies the levy.
- New budget process begins.

Adopted: March 1994

Revised: April 2002  
November 2005

Waunakee Community School District