

## **Budget Report**

A school district's budget report is an annual plan of financial operations developed for the purpose of achieving its goals and objectives. It serves as a statement of the estimated revenues and the proposed expenditures developed for operating the various funds and school programs during the fiscal year. The budget is prepared, approved, and filed in the format prescribed by the State Superintendent of Public Instruction. A school district's fiscal year runs July 1 - June 30th.

Timelines relating to school district budgets:

- The district must notify the County Clerk(s) of a budget public hearing time and date by April 30<sup>th</sup>.
- Notice and publication must take place 10 to 14 days prior to hearing/meeting.
- The district prepares a budget and holds a public hearing no later than 28 days prior to its annual meeting.
- The school board must adopt the budget at the public hearing or at a special meeting no later than 14 days after the public hearing.
- Annual meetings are held within the month of July at the start of every fiscal year.
- A budget report must be signed by the Superintendent/Charter Administrator and Chairperson of the Board of Trustees and submitted to the State no later than 21 days after the budget is adopted.