

FY2024 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	September/October 2022	Budget Managers	1. Understand the budget timeline and process 2. Consider budget needs in relationship to strategic plan	(A) Budget Timeline
	September 27, 2022	School Board Regular Meeting	Approve preliminary Pay 2023 levy	(B) Levy summary
	October 26, 2022	FAC #1	1. Overview 2. Understand Budget Timeline	(A) Budget Timeline (C) FY2023 Budget Book (H) Spring 2022 FAC Report
	November 2022	Business Office	Begin FY2023 Mid-Year budget review	
	November 9, 2022 (Wednesday due to election)	School Board Study Session	1. Preview FY2022 audit results 2. Preview FY2023 Mid Year Budget Update	
	November 16, 2022	FAC #2	1. Understand FY2022 Year End (audit) results 2. FY2024 Enrollment Projections assumptions	(D) Enrollment projections (E) Fund Balance Summary
	November 22, 2022	School Board Regular Meeting	Accept FY2022 Audit Results	(E) Fund Balance Summary
	December 7, 2022	FAC #3	1. Review FY2024 enrollment projections 2. Review Other Preliminary Budget Assumptions	(D) Enrollment Projections
December 13, 2022	School Board Regular Meeting	Tax Hearing Approve final Pay 2023 levy	(B) Levy Summary	
P r e p a r a t i o n	Jan - June 2023	Budget Managers	Review budget based on legislative changes and strategic plan review; adjustment as necessary.	
	January 24, 2023	School Board Regular Meeting	Update regarding budget process	(A) Budget Timeline (D) Enrollment Projections
	January 25, 2023	FAC #4	1. Review final budget assumptions 2. Begin draft of Spring 2023 FAC Report	
	February 14, 2023	School Board Regular Meeting	Update regarding budget process (timeline, budget adjustments, restricted use of public funds)	(A) Budget Timeline
	February 22, 2023	FAC #5	Prepare School Board presentation	(H) Spring 2023 FAC Report
	February 28, 2023	School Board Regular Meeting	FAC Presentation and update regarding FY2024 budget process	(A) Budget Timeline (H) Spring 2023 FAC Report
	February 2023	Budget Managers	All FY2024 Operating and Capital fund budget requests due to Business Office	
A p p r o v a l	March 14, 2023	School Board Regular Meeting	Budget presentation in preparation for action at regular meeting	(A) Budget Timeline
	March 28, 2023	School Board Regular Meeting	1. Approve FY2024 General Fund budget parameters 2. Approve FY2023 Mid Year Budget Update	(E) Fund Balance Summary
	March 29, 2023	FAC #6	Wrap up meeting	
	April 25, 2023	School Board Regular Meeting	Approve FY2024 Operating Capital Budget	(E) Capital Related Funds Budget
		MN Legislative End Date		
	June 13, 2023	School Board Study Session	Review final FY2024 Budgets for all funds; prepare to take action at June 28 regular meeting	(E) Fund Balance Summary
	June 27, 2023	School Board Regular Meeting	Approve final FY2024 budget for all funds	(C) FY2024 Budget Book
C l o s e	June 2023	Budget Managers	Debrief on FY2024 budget planning process	
	July 2023	Business Services	Prepare for FY2023 Audit	