

## Timeline for FY 24-25 Budget Planning

Revised 1/3/24

Date	Action
July 31, 2023	Long-Term Facilities Maintenance Report to MDE
August 5 – October 1	Monitor enrollment for possible staff adjustments
August 12	Submit Lease and Debt Service data to MDE
August 13	Finance Advisory Committee Meeting to discuss enrollment
August 19	Update enrollment projections with MDE
August 26	<b>Board Study Session</b> updates for Audit, Levy, Enrollment
September 9 – September 30	Review levy data from MDE
Sept 9	<b>Board Meeting</b> for Levy discussion, Audit & Enrollment updates
September	Prepare analysis of previous year revenue and expenses
September 23	<b>Board Study Session</b> to vote on approval to pre-certify the levy, review preliminary audit and enrollment update
Late September - November	Review Strategic goals and prepare budget process recommendations
October 1	Certify proposed property tax levies to county auditor -
October 7 - 18	Recommend any final staff adjustment changes
October 14	<b>Board Meeting</b> to review audit presentation
October 15	Finance Advisory Committee Meeting
October 28	<b>Board Study Session</b> Enrollment update and effect on final FY23-24 budget
October 28	Present 5 year Forecast memo to Superintendent
October - November	Prepare SY 2024-25 revenue and expense preliminary budget
November 11	Truth in Taxation notices sent to all property owners
November 11	<b>Board meeting</b> approve audit, budget update
November 25	<b>Board Study Session</b> to discuss final 2024-25 budget and review any required budget amendment
November 30	UFARS data deadline for submission to MDE
December	Review final revenue and enrollment projections for any needed adjustments
December 9	<b>Board Meeting</b> for Truth in Taxation
December 9	<b>Board Meeting</b> to Certify final 2023-24 levy
December 9	<b>Board Meeting</b> to approve final 2023-24 budget if needed
December 17	Finance Advisory Committee meeting
December 30	Final Levy submission to MDE and Department of Revenue
January TBD	Community “Town Hall” meeting for budget presentation
January 13, 2024	<b>Board Meeting</b> to discuss budget parameters based on enrollment projections, revenue, expenditure, and staffing assumptions
January 13 – 24	Senior Leader meetings to review budget allocations
January 27	<b>Board Study Session</b> to review budget projections
February 1 - 14	Review budget allocations with Senior Leaders
February 10	<b>Board Meeting</b> for enrollment update and kindergarten enrollment numbers

<b>February 12</b>	<b>Board Meeting</b> 2024-25 Preliminary budget based on assumptions
<b>February 12</b>	<b>Board Meeting</b> 2024-25 program and staffing reductions/additions discussion
<b>February 13</b>	Finance Advisory Committee Meeting
<b>February 14</b>	Learning Leader meeting to present budget allocations
<b>February 26</b>	<b>Board Study Session</b> 2024-25 staffing discussion
<b>March 11</b>	<b>Board Meeting</b> present 2024-25 budget
<b>March 23</b>	Finance Advisory Committee meeting
<b>March 25</b>	<b>Board Study Session</b> 2024-25 any updates on budget
<b>April 8</b>	<b>Board Meeting</b> final 2024-25 budget approval
<b>April 16</b>	Finance Advisory Committee Meeting
<b>April 22</b>	<b>Board Study Session</b> updates
<b>April TBD</b>	Community "Town Hall" meeting for budget update presentation
<b>May 13</b>	<b>Board Meeting</b> updates
<b>May 27</b>	<b>Board Study Session</b> updates
<b>June 10</b>	<b>Board Meeting</b> updates
<b>June 18</b>	Finance Advisory Committee Meeting
<b>July 1</b>	2024-25 School Year begins

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