



Donna Independent School District 2019-2020 Budget Planning Calendar

<u>Date</u>	<u>Milestone</u>	<u>Dept. Responsibility</u>
Wednesday, January 23, 2019	Projected Enrollment Development	Accounting Department Activities
Thursday, January 31, 2019	Solicit Budget Committee Nominations	Accounting Department Activities
Monday, February 4, 2019	Begin Forecasting State Revenues & Budgetary Items	Accounting Department Activities
Thursday, February 7, 2019	Position Initialization - Initial Meeting	Human Resources Activities
Friday, February 8, 2019	Select Budget Committee	Accounting Department Activities
Tuesday, February 12, 2019	Board Budget Workshop I: Update on Projected Revenues	School Board, Superintendent & CFO Activities
Friday, February 15, 2019	Meeting with the CFO to Identify Budget Initiatives, Priorities & Major Expenditures	Cabinet
Tuesday, February 19, 2019	Budget Kickoff Meeting	Budget Committee Activities
Thursday, March 7, 2019	Direction from the BOT, Superintendent & CFO regarding budget initiatives, priorities & major expenditures	Cabinet
Friday, March 8, 2019	Completion of Personnel Rosters & Staffing Formulas Update	Human Resources Activities
Friday, March 22, 2019	Position Initialization & Staffing Updates - Final Meeting (Run Position Initialization)	Human Resources Activities
Friday, March 29, 2019	**BUDGET FREEZE** (Year round operations not affected)	Accounting Department Activities
Thursday, April 4, 2019	Budget Committee Meeting II	Budget Committee Activities
Tuesday, April 9, 2019	Board Budget Workshop II: Staffing Guidelines & Compensation Plan	School Board, Superintendent & CFO Activities
Friday, April 12, 2019	Position Initialization & Staffing Updates	Human Resources Activities
Thursday, April 18, 2019	End of Year District-Wide Meeting	Accounting Department Activities
Friday, April 26, 2019	Comprehensive Needs Assessment Drafts Due	Budget Committee Activities
Friday, May 3, 2019	Budget Worksheet Drafts Due	Budget Committee Activities
Friday, May 10, 2019	Planning Revenue Amounts - FY 2019	Federal Programs Activities
Friday, May 17, 2019	Final Budget Worksheets Due	Budget Committee Activities
Tuesday, May 14, 2019	Tentative Board Budget Workshop III: Update on State Revenue	School Board, Superintendent & CFO Activities
Friday, May 31, 2019	Deadline for Campus Clearing by Business Office	Accounting Department Activities
Monday, June 3, 2019	Submit NOGA's for Board Approval - FY 2019	Federal Programs Activities
Wednesday, June 5, 2019	Tentative Budget Committee Meeting III	Budget Committee Activities
Friday, June 7, 2019	Deadline for Department Clearing by Business Office	Accounting Department Activities
Tuesday, June 11, 2019	Tentative Board Budget Workshop IV: Preliminary Budget	School Board, Superintendent & CFO Activities
Friday, June 28, 2019	Complete EDGAR Manual Updates	Federal Programs/ Business Office Activities
Thursday, August 1, 2019	Publishing of the Notice of Public Meeting to Discuss Budget & Proposed Tax Rate	Accounting Department Activities
Tuesday, August 6, 2019	Tentative Board Budget Workshop V: Near Final Budget	School Board, Superintendent & CFO Activities
Tuesday, August 13, 2019	Public Meeting to Discuss Budget & Proposed Tax Rate/ School Board Meeting to Adoption Budget & Tax Rate	School Board, Superintendent & CFO Activities
Friday, August 30, 2019	TEA Budget Adoption Deadline	Accounting Department Activities