



Donna Independent School District 2018 - 2019 Budget Planning Calendar

<u>Date</u>	<u>Milestone</u>	<u>Dept. Responsibility</u>
Friday, February 9, 2018	Position Initialization - Initial Meeting	Human Resources Activities
Monday, February 12, 2018	Solicit Budget Committee Nominations	Accounting Department Activities
Friday, February 23, 2018	Select Budget Committee	Accounting Department Activities
Friday, February 23, 2018	Principals Training with Frances Guzman	Accounting Department Activities
Monday, February 26, 2018	Begin Forecasting State Revenues & Budgetary Items	Accounting Department Activities
Friday, March 9, 2018	Completion of Personnel Rosters & Staffing Formulas Update	Human Resources Activities
Wednesday, March 7, 2018	Solicit opinion from the Superintendent & budget committee regarding budget initiatives, priorities & major expenditures (Via Survey)	Cabinet
Monday, March 19, 2018	Budget Kickoff Meeting	Budget Committee Activities
Monday, April 16, 2018	**BUDGET FREEZE** (Year round operations not affected)	Accounting Department Activities
Wednesday, April 18, 2018	Position Initialization & Staffing Updates - Final Meeting (Run Position Initialization)	Human Resources Activities
Friday, April 20, 2018	Budget Committee Meeting II	Budget Committee Activities
Monday, April 23, 2018	Athletics, Fine Arts & Auxiliary Director Meeting: Budget Planning	Accounting Department & CFO Activities
Monday, April 30, 2018	Principals & Directors' Budget Meeting: Budget Planning	Budget Committee Activities
Thursday, May 3, 2018	Board Budget Workshop I	School Board, Superintendent & CFO Activities
Friday, May 4, 2018	Finalize Position Initialization & Staffing Updates	Human Resources Activities
Friday, May 11, 2018	Comprehensive Needs Assessment Due	Budget Committee Activities
Monday, May 21, 2018	Budget Worksheet Drafts Due	Budget Committee Activities
Thursday, May 24, 2018	Tentative Budget Committee Meeting III	Budget Committee Activities
Friday, May 25, 2018	Planning Revenue Amounts - FY 2019	Federal Programs Activities
Wednesday, June 6, 2018	Final Budget Worksheets Due	Budget Committee Activities
Friday, June 8, 2018	Tentative Board Budget Workshop II	School Board, Superintendent & CFO Activities
Friday, June 22, 2018	Submit NOGA's for Board Approval - FY 2019	Federal Programs Activities
Friday, June 29, 2018	Complete EDGAR Manual Updates	Federal Programs/ Business Office Activities
Wednesday, August 1, 2018	Publishing of the Notice of Public Meeting to Discuss Budget & Proposed Tax Rate	Accounting Department Activities
Friday, August 10, 2018	Tentative Board Budget Workshop III: Near Final Budget	School Board, Superintendent & CFO Activities
Monday, August 20, 2018	Public Meeting to Discuss Budget & Proposed Tax Rate/ School Board Meeting to Adoption Budget & Tax Rate	School Board, Superintendent & CFO Activities
Thursday, August 30, 2018	TEA Budget Adoption Deadline	Accounting Department Activities