



**DONNA INDEPENDENT SCHOOL DISTRICT
BUDGET DEVELOPMENT CALENDAR
2016 – 2017**

DATE	ACTIVITY	RESPONSIBILITY
February	Budget Process is initiated with development of budget calendar	C.F.O.
February	Solicit budget committee recommendations	Business Office
February	Discussion with cabinet regarding budget priorities, student needs, and options	Cabinet
March	Budget Committee Selected	Business Office
March	Meeting with HR on district positions on the Process in TEAMS	Jerry & Adolfo
March 30	Budget Committee Meeting I: Budget Calendar, District Goals, & Assumptions	C.F.O.
March	Begin forecasting revenues and review trends that affect budget	Business Office
April 12	School Board Budget Workshop I: Review and discuss Budget Calendar, Fiscal Forecast, Preliminary Revenues, Budget Assumptions, Trend Analysis that impact budget planning, Preliminary Budget Priorities & Student Needs (5:30 p.m.)	C.F.O.
April	Review of Staffing Formulas with Cabinet	C.F.O.
April 14	Budget Committee Meeting II: Presentation of preliminary budget based on estimated projections, campus and department preliminary budget allocations, and budget recommendations to achieve district goals (3:00 p.m.)	C.F.O.
April 15	Meeting with Principals & Directors regarding budget priorities, student needs and options (3:00 p.m.)	C.F.O.
April 19	Meeting with Athletic Director & Fine Arts Directors regarding budget priorities, students needs and options (3:30 p.m.)	Accounting Director
April 19	Meeting with Transportation, Maintenance, Custodial, & Food Service Directors regarding budget priorities, department needs, and options (2:00 p.m.)	C.F.O.
April 30	Completion of Personnel Rosters and Staffing Formulas	HR/Business Office

April	Budget Entry Training: Anyone in Need or New Personnel	Jerry
April	Campuses & Departments continue work on Comprehensive Needs Assessment to identify strengths & needs to guide budget allocations to meet district goals and objectives.	Principals/Director
May	Summary of Finance and Region One Template for Proposed Budget	Jerry/David/Sandra
May 12	Budget Committee Meeting III	C.F.O.
May 20	Campuses & Departments complete comprehensive needs assessments and create budget worksheet drafts	Principals/Dtrs.
May 23	Staffing formulas are finalized and position initialization is finalized	HR/Business Office
May	Planning Revenue Amounts and Federal Program Activities	Rebecca Castaneda
June 7	School Board Budget Workshop II: Preliminary Budget (5:30 p.m.)	C.F.O.
June 3	Review Campus & Department Budget Allocations.	Jerry, David, Sandra
June 17	Final Campus and Department Budget Worksheets due	Principals/Dtrs.
June 30	Complete EDGAR Manual	Fed Programs/All Business Office
May-June	Begin Balancing of All Funds	Jerry, David, Sandra
August 12	Public Notice of public meeting to discuss budget and proposed tax rate published on The Monitor Newspaper	Business Office
August 9	School Board Budget Workshop III: Near Final Budget (5:30 p.m.)	C.F.O.
August	Open for additional School Board Budget Workshop if needed	C.F.O.
August 25	Public Meeting to discuss budget and proposed tax rate at 5:30 p.m.	C.F.O.
August 25	School Board Meeting: Adopt Budget & Tax Rate 6:00 p.m.	C.F.O.

August 26	Approved Budget Book uploaded to Website	David
August 30	Texas Education Agency Budget Adoption (legally required)	Business Office
