

BUDGET PROCESS

BUDGET PREPARATION CALENDAR

- October 2020 Develop budget teams: (i.e. department heads). Have each department prioritize their needs and submit list. Meet with finance committee.
- November 2020 Review requests made by administrators. Discuss the challenges such as fixed cost such as salaries, and benefits at administrators meeting as well as staff meeting. Answer questions regarding budget preparation at the school level.
- December 2020 Discussions continue at Executive Meetings with Administrators
Meet with community, stakeholders to discuss the budget.
- January 2021 CAFR (Comprehensive Audit Financial Review) presented by Bowman & Bowman. Review of District's Financial Status. Continue to meet with administrators. Discuss three year projection.
- February 2021 Meet with administration to discuss program and staffing needs as well as curriculum and facility needs for the upcoming school year
- February 2021 Superintendent and Business Administrator will meet to review budget requests and prepare draft appropriations budget.
Draft appropriations budget will be reviewed with Board Finance Committee
- March 2021 Board of Education approval (special meeting may be required) of submission of tentative budget to county office. Budget is due in March
- May 2021 Public Hearing required by statute (special meeting may be required)

Note:

Dates may change due to budget calendar prepared by the State Department of Education.

OTHER INFORMATION NEEDED FOR BUDGET DEVELOPMENT STRATEGIES

Community Input

Board Member Input

State documentation regarding state aid – Available early March

ELEMENTS OF THE BUDGET THAT REQUIRE PROJECTIONS:

1. Revenue
2. Tuition In/Out
3. Salaries & Benefits
4. Capital Outlay
5. Resources/Contributions
6. Student Transportation

BUDGET CALENDAR

PART 2

Monday, March 22, 2021

Budget due to the County Office

Saturday, April 24, 2021 - Friday, May 7, 2021

*Public Hearing must be held

Tuesday, April 20, 2021

Last day for Executive County Superintendent to approve
Budgets

Saturday, April 24, 2021

Last day to advertise for earliest public hearing

Monday, May 3, 2021

Last day to advertise for a public hearing

Following the public hearing, district must post "User
Friendly Budget" on district website within 48 hours