

Hints/Links to Find Important Business Topics

- 1. School FIRST:** Due date: 2 months after Final release of FIRST ratings. Preliminary FIRST ratings are released in August. Appeals due early September. Final FIRST ratings generally are released in November each year.

Within two months of the release of your school district's final School FIRST rating, your district must announce and hold a public meeting to distribute a financial management report (link to financial management report <https://tea.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=25769807875>) that explains the district's rating and its performance under each indicator for the current and previous year's ratings.

The required newspaper notice, to inform taxpayers of the meeting, must be published no more than 30 days and no fewer than 10 days before the public meeting. Your district may combine the meeting with a scheduled regular meeting of the board of trustees. (See the TASBO toolkit for sample agendas and public hearing notices.)

TASBO website: <https://www.tasbo.org/tools-services/schools-first-communication-kit>

TASBO Toolkit for Districts: <https://www.tasbo.org/uploads/images/general/School-FIRST-HOW-RATINGS-ARE-ASSESSED2022-ISDs.pdf>

TASBO Toolkit for Charters: <https://www.tasbo.org/uploads/images/general/School-FIRST-HOW-RATINGS-ARE-ASSESSED2022-CHARTERS.pdf>

TASBO FIRST Template: https://www.tasbo.org/uploads/images/general/2021-2022_FIRST_template_10.27.21.xlsx

TEA FIRST webpage: <https://tea.texas.gov/finance-and-grants/financial-accountability/financial-integrity-rating-system-of-texas-first/financial-integrity-rating-system-of-texas>

- 2. Budget and Tax Rate Adoption Timeline**

<https://www.tasb.org/services/legal-services/tasb-school-law-resource/business/documents/timeline-for-budget-tax-rate-adoption-and-vatre.pdf>

Notice of Public Hearing to Adopt Budget and Tax Rate form Comptroller's Office
<https://comptroller.texas.gov/forms/50-280.pdf>

School districts are not required to publish the no-new-revenue tax rate and other schedules required by law for other types of taxing units.³¹ School districts file one notice for budget and tax rate adoption.³² Education Code Section 44.004(c) specifies the content requirements for this notice.³³ The Comptroller's office provides model Form 50-280 *Notice of Public Meeting to Discuss Budget and Proposed Tax Rate* which includes the statutory requirements.

Publication Requirements

A school district must publish its meeting notice to adopt the proposed budget and tax rates, together with a summary of the proposed budget, but there is no requirement to publish a summary of the proposed budget on a website.³⁴

Newspaper: The notice must be at least a quarter-page in a standard-size or tabloid-size newspaper. Its headline must appear in 18-point type or larger.³⁵

The school district may publish the notice in a daily, weekly or biweekly newspaper that is published in the school district.³⁶ If there is not a daily, weekly or biweekly newspaper in the school district, the school board president must provide for publication in at least one general circulation newspaper in the county in which the school district's central administrative office is located.³⁷

A legal newspaper must devote a certain percentage of its space to general interest items. It must have been regularly published for at least 12 months before the notice is placed and be entered as periodical postal matter in the county where it is published.³⁸

School District with July 1 Fiscal Year

A school district may begin its fiscal year July 1 rather than Sept. 1.³⁹ The chief appraiser prepares and certifies to the school assessor an estimate of the taxable value of property in that school district by April 30.⁴⁰ If a school district with a July 1 fiscal year does not receive the certified appraisal roll by June 7, the district uses the certified estimate in preparing its budget and tax rate hearing notice.⁴¹ In this case, the school district with a July 1 fiscal year uses the notice required under Education Code Section 44.004(c).

- [50-280, Notice of Public Meeting to Discuss Budget and Proposed Tax Rate](#) (PDF)

While the school district with a July 1 fiscal year may prepare its notice using the certified estimate, the school district may not adopt a tax rate before the district receives the certified appraisal roll for the district.⁴²

After receiving a certified appraisal roll, the school district must publish a revised notice and hold another public meeting to adopt a tax rate that exceeds:

- the tax rate proposed in the first notice using the estimated values; or
- the school district's voter-approval tax rate calculated using the final certified values.⁴³

If a school district elects to adopt a tax rate before adopting a budget, it must publish notice and hold a meeting for the purpose of discussing the proposed tax rate.⁴⁴ Following adoption of the tax rate, the school district must publish notice and hold another public meeting before it may adopt a budget.⁴⁵ The school district should consult with legal counsel before using either of the model forms provided by the Comptroller's office.

3. Depository Contracts – spring of each odd number year.

TEA's webpage has all the information you need:

For school districts:

<https://tea.texas.gov/finance-and-grants/financial-compliance/depository-contracts-for-school-districts>

For charter schools:

<https://tea.texas.gov/finance-and-grants/financial-compliance/depository-contracts-for-charter-schools>

4. Required Web Postings TASB:

<https://www.tasb.org/services/legal-services/tasb-school-law-esource/business/documents/sch-dist-and-campus-website-charts.pdf#:~:text=For%20more%20information%20about%20website%20posting%20requirements%20for, later%20than%20the%2021st%20day%20before%20election%20day%3A>

5. Template for Estimating State Aid

<https://esc13.net/resources/state-aid-budget-template>

6. IDEA B MOE

<https://tea.texas.gov/finance-and-grants/grants/federal-fiscal-compliance-and-reporting/idea-fiscal-compliance/idea-b-lea-maintenance-of-effort>

7. ESSA MOE

<https://tea.texas.gov/finance-and-grants/grants/federal-fiscal-compliance-and-reporting/nclb-fiscal-compliance/essa-lea-maintenance-of-effort>

8. Indirect Cost Rates

<https://tea.texas.gov/finance-and-grants/grants/federal-fiscal-compliance-and-reporting/indirect-cost-rates>

2024-2025 Indirect Cost Rates Timeline

The following table lists milestones for the indirect cost rates request process:

Tentative Date	Action
November 4	ICRP ACW is made available via the Indirect Cost Rates webpage and the secure GFFC Reports and Data Collections application, accessible through TEAL .
January 19	Deadline for districts to request an indirect cost rate by submitting the ICRP ACW in GFFC Reports and Data Collections.
January – April	TEA reviews all submitted ICRP ACWs and requests clarification and/or re-submissions, as needed.
April 21	TEA provides complete ICRPs to districts for review and certification.
May 20	Due date for districts to submit ICRP Certification in GFFC Reports and Data Collections
July 1	Notification Letter - Indirect Cost Rate will post in GFFC Reports and Data Collections, accessible through TEAL .

9. Tax Information Survey – due August 31 of each year through TEAL, FSP.

10. Local Property Value Survey – released around July 18 each year. Due August 1 each year through TEAL, FSP.

11. Pupil Projections – due December 15 each even numbered year through TEAL.

12. Property Value Study Comptroller's Office – Released by the Comptroller's Office the last Friday in January each year. Superintendents and the Chief Appraisal of the County Appraisal District should receive a preliminary look at values around December 15.

13. PEIMS/TSDS submissions –

PEIMS data is collected four times each school year. The collections are:

- Submission 1 - PEIMS Fall Snapshot (including student leaver) data,
- Submission 2 - Mid-Year (prior year financial Actual) data,
- Submission 3 - Summer (school year attendance, discipline, course completion) data, and
- Submission 4 - Extended Year (summer program) data, when applicable to the LEA.

14. State Funding Calendar: <https://tea.texas.gov/sites/default/files/state-funding-calendar-2022-rev.xlsx>