

2018-2019 BUDGET DEVELOPMENT CALENDAR

| DUE BY | OBJECTIVE | PERSONS RESPONSIBLE |
|------------------------------------|--|--|
| December 21, 2018 | Student/Staff projections for upcoming school year | Principals |
| January 25, 2019 | Principals meet with CIT to discuss budget develop procedures & campus needs using CIP | Principals |
| January 25, 2019 | Budget worksheets available for teacher access | CFO/Principals |
| February 22, 2019 | Review budgets with Campus Improvement Teams (CIT) | CIT Membership: Principal, teachers, parents, community & business rep's |
| February 22, 2019 | Preliminary budgets provided to CFO & Superintendent | Principals and Directors |
| March 5, 2019 | Review proposed budgets with Principals & Directors | Superintendent |
| March 22, 2019 | Review changes and/or corrections with campus staff | Principals and Directors |
| April 5, 2019 | Deadline to submit final changes from the campuses & departments | Principals & Directors |
| May 13, 2019 | Budget workshop with the school board | CFO & Superintendent |
| June 10, 2019 | 2nd Budget workshop with the school board | CFO & Superintendent |
| 10-30 days prior to budget hearing | Publish budget hearing in the newspaper | CFO & Superintendent's secretary |
| June 24, 2019 | Public hearing & adopt the budget | School Board |
| 10-30 days prior to tax hearing | Publish tax rate hearing in the newspapers | CFO & Superintendent Secretary |

September 9, 2019

Adopt tax rate

School Board