
Budget Calendar

July

- The beginning of the fiscal year
- Finance Committee meeting - Tentative budget is finalized, and vetted
- Tentative budget is approved by the BOE

August

- The Tentative Budget is placed on display for public review for a minimum of 30-days prior to adoption
- The annual audit is performed

September

- A public hearing on the annual budget is held prior to the regular board meeting
- BOE formally adopts the budget at its regular meeting [By law, the budget must be adopted by September 30th each year]

October

- Preparation is started for the annual tax levy

November

- Finance Committee meeting – updated projections; fall enrollment
- The Annual Statement of Affairs is published in a local newspaper [by law, this document must be published in a local newspaper by the 1st of December]
- The BOE adopts a resolution of Estimated Tax Levy

December

- The annual audit for the prior fiscal year is presented to the BOE
- Financial projections and dashboards are updated with audited actual dollars
- A notice of pending levy and a public hearing is advertised in a local newspaper
- The levy is adopted by the BOE at its regular meeting
- The levy is filed with the County Clerk's office no later than the last Tuesday of December

January

- Preparations begin for establishing the next year's budget

February

- Finance Committee meeting – updated projections; CPI
- Preliminary budgets are established for the next fiscal year

March

- The BOE approves certified staffing FTE for the next fiscal year

April

- The BOE approves non-certified staffing FTE for the next fiscal year
- The BOE approves the technology budgets and FTE for the next fiscal year

May

- Financial Projections are updated
- Program Budget Development begins

June

- Accounting for the current fiscal year is reviewed and “closed out” as of June 30th
- Tentative budget is developed; a review of every line item is completed for accuracy
- The end of the fiscal year