



2011-2012 BUDGET TIMELINE – Second draft

January 31	Present drafts of the budget timeline, 5-year budget forecast and 11-12 budget guidelines to the Budget Committee
March 9	Present revised budget timeline, 5-year budget forecast and 11-12 budget guidelines to the Budget Committee after the release of the 11-13 state budget
March 14	Present revised budget timeline, 5-year budget forecast and 11-12 budget guidelines to the School Board for approval
March 15	Distribute approved budget timeline, 5-year budget forecast and 11-12 budget guidelines to the administrative cabinet
Mar. 15 - Apr. 15	Building/department level budget development
April	Preparation of the first draft of the budget Budget meetings with administrators as necessary
April 15	All budget requests/reallocations/reductions due to the Business Manager
May 2-6	First draft of the budget to the Budget Committee
May 9	First draft of the budget to the School Board
June 6-10	Second draft of the budget to the Budget Committee
June 13	Public hearing on the budget during School Board meeting Second draft of the budget to the School Board School Board approves budget to allow for summer activity
July 1	State equalization aid estimates released by DPI
July	Present state equalization aid/property tax estimates to the Budget Committee
August 8	Present revised second draft of the budget with state equalization aid/property tax estimates to the School Board
Oct. 17	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
Oct.18- 21	Present budget changes and tax levy changes to the Budget Committee
October 24	School Board makes any changes to the budget and sets the tax levy on or before November 1
Before Nov.6	Certify tax levy by the School Board Clerk