

Annual Budget Development Schedule

Waunakee Community School District

Policy #620
Rule

Page 1 of 2

(All dates are approximate completion dates and are revised annually.)

November	Administrators begin to develop an outline of major staff, and program or equipment needs for the next fiscal year.
December	Outline of major needs for the next year is reviewed with the administrators by the superintendent and Director of Business Services. Budget timeline also reviewed.
January	Board Budget Committee establishes the guidelines to be utilized by administration in developing the first draft of the budget. This may include a formula for establishing resource limits in specific areas. Director of Business Services begins process to develop facilities and maintenance budget.
January	Budget timelines, priorities, formula, and Board guidelines reviewed with administration and department chairpersons. Budget process begins at building and district level.
February	Board acts on any possible staff reductions.
March	Staff members return budget requests to designated administrators. Director of Business Services completes proposed maintenance and facility budget with the Director of Buildings and Grounds and building principals. Staff requests finalized with the superintendent. Administrators present building/area budget requests to superintendent and Director of Business Services. Salaries and benefits budget completed by superintendent and Director of Business Services.
April	Administrative team and budget committee reviews and revises first budget draft for presentation to the Board.
May	Second draft presented to Board. Board budget committee reviews third draft of the budget.
June	Third draft of budget revised by the superintendent and Director of Business Services with the Budget committee.
June	Board adopts proposed budget for the next fiscal year.
July - Oct	Annual Meeting and Budget Hearing. Levy approved. Budget revisions made by Board if necessary. Final budget adopted at board meeting held after annual meeting.
November 1	Board makes final adjustments in the levy and certifies the levy. New budget process begins.

Annual Budget Development Schedule

Waunakee Community School District

**Policy #620
Rule**

Page **2** of **2**

Adoption Date: March 1994

Revised: April 2002
November 2005
June 2024