

## I. 2018-2019 BUDGET TIMELINE

<b>January 26</b>	<b>All budget requests/reallocations/reductions due to the Business Manager</b>
February 12	Strategic Planning presentation to the School Board
February 27	Special School Board/Leadership Team meeting to review 2018-19 budget process
March 1-7	Present draft of the budget planning process to the Budget Committee
March 12	Present budget planning process to the School Board for approval
March 13	Distribute approved budget planning process to the administrative cabinet
March 13 - Apr. 2	Building/department level budget development
April 2-30	Preparation of the first draft of the budget Budget meetings with administrators as necessary
May 7-9	First draft of the budget to the Budget Committee
May 14	First draft of the budget to the School Board School Board approves 2018-19 student fees School Board approves 2018-19 insurance benefits
May 15-June 1	Staff presentations on the budget process
June 4-6	Second draft of the budget to the Budget Committee
June 11	Second draft of the budget to the School Board
July 1	State equalization aid estimates released by DPI
July 2-3	Third draft of the budget to the Budget Committee
July 9	Third draft of the budget to the School Board Public hearing on the budget during School Board meeting School Board approves budget to allow for summer activity
September 21	Third Friday in September student count
October 15	State equalization aid certification released by DPI
October 15	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
October 22-24	Present budget changes and tax levy changes to the Budget Committee
October 29	School Board makes any changes to the budget and sets the tax levy on or before November 1
Before Nov. 10	Certify tax levy by the School Board Clerk