



2013-2014 BUDGET TIMELINE – FIRST DRAFT

Late February	Present drafts of the budget timeline, 5-year budget forecast and 13-14 budget guidelines to the Budget Committee
Feb. 1 - Apr. 1	Building/department level budget development
March 4	Present revised drafts of the budget timeline, 5-year budget forecast and 13-14 budget guidelines to a Special Meeting of the School Board
March 11	Present budget timeline, 5-year budget forecast and 13-14 budget guidelines to the School Board for approval
March 12	Distribute approved budget timeline, 5-year budget forecast and 13-14 budget guidelines to the administrative cabinet
April 1	All budget requests/reallocations/reductions due to the Business Manager
April 1-30	Preparation of the first draft of the budget Budget meetings with administrators as necessary
April	Staff presentations on the budget process
May 6-10	First draft of the budget to the Budget Committee
May 13	First draft of the budget to the School Board
June 3-7	Second draft of the budget to the Budget Committee
June 10	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 12	Present revised second draft of the budget with state equalization aid/property tax estimates to the School Board
October 21	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- 25	Present budget changes and tax levy changes to the Budget Committee
October 28	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