



2015-2016 BUDGET TIMELINE

January 5	All budget requests/reallocations/reductions due to the Business Manager
January 26	Special School Board meeting to review budget requests/reallocations/reductions
March 3	Present drafts of the budget timeline, 5-year budget forecast and 15-16 budget guidelines to the Budget Committee
March 9	Present budget timeline, 5-year budget forecast and 15-16 budget guidelines to the School Board for approval
March 10	Distribute approved budget timeline, 5-year budget forecast and 15-16 budget guidelines to the administrative cabinet
March 10 - Apr. 1	Building/department level budget development
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 4-8	First draft of the budget to the Budget Committee
May 11	First draft of the budget to the School Board School Board approves 2015-16 student fees School Board approves 2015-16 insurance benefits
June 1-5	Second draft of the budget to the Budget Committee
June 8	Second draft of the budget to the School Board
July 1	State equalization aid estimates released by DPI
July 13	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
October 19	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
October 20- 23	Present budget changes and tax levy changes to the Budget Committee
October 26	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