



2016-2017 BUDGET TIMELINE

January 5	Present drafts of the budget timeline, 5-year budget forecast and 16-17 budget guidelines to the Budget Committee
January 8	All budget requests/reallocations/reductions due to the Business Manager
January 18	Special School Board meeting to review budget requests/reallocations/reductions
February 1	Present budget timeline, 5-year budget forecast and 16-17 budget guidelines to the Budget Committee for approval
February 8	Present budget timeline, 5-year budget forecast and 16-17 budget guidelines to the School Board for approval
February 9	Distribute approved budget timeline, 5-year budget forecast and 16-17 budget guidelines to the administrative cabinet
February 10 – April 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 2-6	First draft of the budget to the Budget Committee
May 9	First draft of the budget to the School Board School Board approves 2016-17 student fees School Board approves 2016-17 insurance benefits
June 6-10	Second draft of the budget to the Budget Committee
June 13	Second draft of the budget to the School Board
July 1	State equalization aid estimates released by DPI
July 11	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 17	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
October 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.10	Certify tax levy by the School Board Clerk