



## 2017-2018 BUDGET TIMELINE

<b>January 27</b>	<b>All budget requests/reallocations/reductions due to the Business Manager</b>
February 6-10	Present drafts of the budget timeline, 5-year budget forecast and 17-18 budget guidelines to the Budget Committee
February 20-27	Special School Board meeting to review 2017-18 budget process
March 6-10	Present drafts of the budget timeline, 5-year budget forecast and 17-18 budget guidelines to the Budget Committee ( <b>Governor's Budget</b> )
March 13	Present budget timeline, 5-year budget forecast and 17-18 budget guidelines to the School Board for approval ( <b>Governor's Budget</b> )
March 14	Distribute approved budget timeline, 5-year budget forecast and 17-18 budget guidelines to the administrative cabinet
March 14 - 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/May	Staff presentations on the budget process
May 1-5	First draft of the budget to the Budget Committee
May 8	First draft of the budget to the School Board School Board approves 2017-18 student fees School Board approves 2017-18 insurance benefits
June 5-9	Second draft of the budget to the Budget Committee
June 12	Second draft of the budget to the School Board
July 1	State equalization aid estimates released by DPI
July 10	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 15	Third Friday in September student count
October 15	State equalization aid certification released by DPI
October 23	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
October 23-27	Present budget changes and tax levy changes to the Budget Committee
October 30	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