

I. 2021-2022 BUDGET TIMELINE

January 4	Open budget request/reallocation/reduction process to Administration
January 25	All budget requests/reallocations/reductions due to the Executive Director of Operations
February 1 – 5	Present first draft of the budget planning process to the Budget Committee
March 1 – 5	Present second draft of the budget planning process to the Budget Committee
March 8	Present budget planning process to the School Board for approval
March 9	Distribute approved budget planning process to the administrative cabinet
March 9 – Apr. 2	Building/department level budget development
TBD?	Special School Board/Leadership Team meeting to review 2021-22 budget process
April 6 – 30	Preparation of the first draft of the budget Budget meetings with administrators as necessary
May 3 – 7	First draft of the budget to the Budget Committee
May 10	First draft of the budget to the School Board School Board approves 2021-22 student fees School Board approves 2021-22 insurance benefits
May 11 – 28	Staff presentations on the budget process
June 7 – 11	Second draft of the budget to the Budget Committee
June 14	Second draft of the budget to the School Board
July 1	State equalization aid estimates released by DPI
July 6 – 9	Third draft of the budget to the Budget Committee
July 12	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 17	Third Friday in September student count
October 15	State equalization aid certification released by DPI
October 18	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
October 19 – 22	Present budget changes and tax levy changes to the Budget Committee
October 25	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