

Annual Budget Calendar - 2017

January 24, 2017	Final Amended FY 2016-16 Budget is presented for approval by the Board during regular session
NLT Feb 28, 2017	Estimate 2017-18 revenue and create budget worksheets and send to budget authorities
Week of February 27	Hold staffing meetings with all departments supervisors and school leaders
2 nd Week of March	Budget worksheets, with support, are due to Finance Staffing requests beyond base allocations submitted to Superintendent
4 th Week of March	Budget worksheets are reviewed by Executive Team
1 st Week of April	Draft of Preliminary Budget created / Decisions on revised staffing requests provided to department heads/school leaders
3 rd Week of April	Public input session – Organized by Executive Team
4 th Week of April	Review state budget impact on 2017-18 revenue
May 10, 2017	Draft of Proposed FY2017-18 Budget is presented to the Board during work session
2 nd Week of May	District publishes public notice stating that the Proposed FY2017-18 Budget is on file and stating the time and place for the budget hearing. This action must occur within 10 days after submission of the Proposed Budget to the Board.
May 19, 2017	Review Draft of Proposed FY2017-18 Budget with Finance Advisory Committee
May 23, 2017	Review Draft of Proposed FY2017-18 Budget with Board and conduct Budget Hearing
4 th Week of May	Build Proposed Budget in finance software
June 13, 2017	Review Proposed Budget with Board
2 nd Week of June	Create Uniform Budget Summary – CDE
June 27, 2017	Board review and approve Proposed FY2017-18 Budget
August 30, 2017	Complete Year-End Process and prepare financial statements
September 18, 2017	Be prepared for Auditors to arrive and complete Audit Process
2 nd Wk of November	Review October counts and update building allocations and carryover
1 ST Wk of December	Department/Program revisions due to Finance
December 8, 2017	Present mill levy information to FAC/FAC Receives Preliminary Audit Report
December 12, 2017	Board approves and certifies the mill levy during regular session
NLT Dec. 12, 2017	Board hears final Audit Presentation from Auditors
By Dec. 15, 2017	Certify levy to the County Treasurer and Assessor, CDE
January 9, 2018	Draft of Amended FY 2017-18 Budget is presented to the Board during work session
January 19, 2018	Draft of Amended FY 2017-18 Budget is presented to the Finance Advisory Committee
January 23, 2018	Final Amended FY 2017-18 Budget is presented for approval by the Board during regular session