

2012-2013 Budget Calendar

Deerfield Community School District
300 Simonson Boulevard
Deerfield, WI 53531

2011	Task	Responsibility
December	Budget meeting - Review performance of current budget and recommend adjustments as necessary.	Administration
2012	Task	Responsibility
January	Budget meeting - Discuss revenue limit projection, enrollment projection to include in Baird forecasting model. Review district goals and priorities for 2012-13 Administrative Budget Retreat Review Baird Model with Board	Administration Administration School Board
February	Distribute packet of budget materials to staff. Begin process for requesting textbooks, supplies, equipment and maintenance. Needs assessment of central office, review personnel needs and educational program needs	J. Mitchell Teachers/Department Heads Administration
March	Completed budget packets due to principals Approve revisions to current year budget	Teachers/Department Heads School Board and Administration
April	Completed budget packets due to M. Jensen Budget work sessions scheduled with administrative team to review budget priorities, resolve budget request conflicts and recommend revisions.	Principals Administration
May	Completed budget packets due to J. Mitchell Revisions to proposed budget Staff notified of budget requests that are approved	M. Jensen School Board and Administration J. Mitchell and M. Jensen
June	Budget document presented to school board. BOE Meeting – Preliminary budget adoption for next school year	J. Mitchell School Board
July	Close out accounts for year-end	J. Mitchell

September		<p>Annual meeting and budget hearing. Levy approved. Budget revisions made by board if necessary</p> <p>Final calculation of revenue limit is completed following enrollment counts on the third Friday of September.</p>	<p>Administration, School Board</p> <p>Administration, School Board</p>
October		<p>Final tax levy determined and final adjustment to the budget</p> <p>Final budget adoption</p>	<p>J. Mitchell, School Board</p> <p>Administration, School Board</p>
November		<p>Tax levy is certified</p>	<p>J. Mitchell, School Board</p>
December		<p>New budget process begins.</p>	<p>Administration, School Board</p>