

## 2013-14 Budget Calendar

2012	Task	Responsibility
December	<p>Budget meeting - Review performance of current budget and recommend adjustments as necessary.</p> <p>Budget meeting - Discuss revenue limit projection, enrollment projection to include in Baird forecasting model. Review district goals and priorities for 2013-14</p> <p>Review Baird Model with Board</p>	<p>Administration</p> <p>School Board</p>
2013	Task	Responsibility
January	<p>Administrative Budget Retreat</p> <p>Discuss Potential Budget Reductions Due to Shortfall in Projected 2013-14 Budget</p>	<p>Administration</p> <p>Administration/School Board</p>
February	<p>Distribute packet of budget materials to staff.</p> <p>Begin process for requesting textbooks, supplies, equipment and maintenance.</p> <p>Needs assessment of central office, review personnel needs and educational program needs</p>	<p>J. Mitchell</p> <p>Teachers/Department Heads</p> <p>Administration</p>
March	<p>Completed budget packets due to principals</p> <p>Approve revisions to current year budget</p>	<p>Teachers/Department Heads</p> <p>School Board and Administration</p>
April	<p>Completed budget packets due to M. Jensen</p> <p>Budget work sessions scheduled with administrative team to review budget priorities, resolve budget request conflicts and recommend revisions.</p>	<p>Principals</p> <p>Administration</p>
May	<p>Completed budget packets due to J. Mitchell</p> <p>Revisions to proposed budget</p> <p>Staff notified of budget requests that are approved</p>	<p>M. Jensen</p> <p>School Board and Administration</p> <p>J. Mitchell and M. Jensen</p>
June	<p>Budget document presented to school board.</p> <p>BOE Meeting – Preliminary budget adoption for next school year</p>	<p>J. Mitchell</p> <p>School Board</p>
July	<p>Close out accounts for year-end</p>	<p>J. Mitchell</p>

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