

## School Budget Planning Calendar

**Background:**

Board Policy 703.1, Budget Planning, pertains to the annual adoption of the certified budget for the Belmond-Klemme Community School District. It lines out a series of deadlines that must be met in order to comply with Iowa Code. Those dates are as follows:

- March 5            Submit to the Department of Management information for the Proposed Property Tax Statement
- March 15        County Auditor mails Proposed Property Tax Hearing Statements
- March 20        Earliest date allowed for Public Hearing #1 on Proposed Property Tax Statements
- April 30        Public Hearing #2 on the proposed budget
- April 30        Budget adopted and certified with the County Auditor

In addition to the dates listed above, there are other public notice requirements that must be fulfilled. Preparing a calendar now provides a tool to ensure all conditions for budget adoption and certification are satisfied.

**Suggested Calendar:**

Below is a calendar for three months next year.

	<u>SU</u>	<u>MO</u>	<u>TU</u>	<u>WE</u>	<u>TH</u>	<u>FR</u>	<u>SA</u>		
<b>Feb.</b>	2	3	4	5	6	7	8	20	Regular Board Meeting
	9	10	11	12	13	14	15	20	Board Discusses Maximum Budget
	16	17	18	19	<b>20</b>	21	22	20	Board sets Public Hearing #1 Date
	23	24	25	26	27	28			
							1	5	Proposed Property Tax Notice Filed
<b>March</b>	2	3	4	<b>5</b>	<b>6</b>	7	8	6	Publish Notice of Public Hearing #1
	9	10	11	12	13	14	15	20	Special Meeting Public Hearing #1
	16	17	18	19	<b>20</b>	21	22	20	Regular Board Meeting
	23	24	25	26	27	28	29	20	Board sets Public Hearing #2 Date
	30	31							
<b>April</b>			1	2	3	4	5	10	Publish Notice of Public Hearing #2
	6	7	8	9	<b>10</b>	11	12	24	Regular Board Meeting
	13	14	15	16	17	18	19	24	Public Hearing #2
	20	21	22	23	<b>24</b>	25	26	24	Adopt Budget
	27	28	29	<b>30</b>				30	Budget Filed

**Recommended Action:**

I suggest a motion to adopt the budget calendar above.