



**PROSPECT HEIGHTS DISTRICT 23  
BOARD OF EDUCATION  
INFORMATION ITEM**

**Date:** October 10, 2024  
**Title:** 2025-26 Budget Calendar  
**Contact:** Amy McPartlin, Assistant Superintendent for Finance & Operations

DATE RANGE	BUDGET PROCESS
10/10/2024	Board Approves the 2025-26 Budget Calendar
11/7/2024 or 11/14/24??	Board Approves the 2024 Tentative Property Tax Levy
12/12/2024	Board Holds Public Hearing on the 2024 Property Tax Levy
	Board Approves the 2024 Property Tax Levy
01/11/2025	Resolution to Authorize Appointment of Individual to Prepare Budget
01/01 - 02/15/2025	Administration Develops Preliminary Financial Guidelines & Assumptions
03/02/2025	2025-26 Preliminary Financial Guidelines and Assumptions are Presented to Finance Committee
03/13/2025	Board Approves the 2025-26 Preliminary Financial Guidelines & Assumptions
03/15 - 04/30/2025	Building Principals and Program Administrators Develop Tentative Budgets
04/15 - 05/30/2025	Budget Meetings with Building Principals & Program Administrators
05/01 - 06/30/2025	Business Office Assembles the 2025-26 Tentative Budget
06/30/2025	Finance Committee to Receive Tentative Budget
07/15 - 08/01/2025	Business Office Prepares the Final Budget
08/07/2025 or 08/14/2025??	Board Approves the 2025-26 Tentative Budget and Sets the Date for Public Hearing on Final Budget
	Board Secretary Places the 2025-26 Tentative Budget on Public Display
09/11/2024	Board Holds Public Hearing on the 2025-26 Final Budget
	Board Approves the 2025-26 Final Budget