WAUNAKEE COMMUNITY SCHOOL DISTRICT

December 1 -4	Review enrollment projection scenarios with the Budget Committee Review budget planning process with the Budget Committee
December 15	Review budget planning process with the Administrative Cabinet
January 4-8	Review expenditure projection scenarios and open enrollment capacity with the Budget Committee
January 11	Present open enrollment capacity to School Board for approval
February 1-5	Present draft of budget planning process to Budget Committee
February 8	Present FTE request to school board for approval
March 8	Present budget planning process to the School Board for approval
March 9	Distribute approved budget planning process to the administrative cabinet
March 15 – Apr. 15	Building/department level budget development
April 1-30	Preparation of the first draft of the budget Budget meetings with administrators as necessary
May 3-7	First draft of the budget to the Budget Committee
May 10	First draft of the budget to the School Board School Board approves 2026-27student fees School Board approves 2026-27 insurance benefits
May 11-31	Staff presentations on the budget process
June 1-4	Second draft of the budget to the Budget Committee
June 7	Second draft of the budget to the School Board
July 1	State equalization aid estimates released by DPI
July 5-9	Third draft of the budget to the Budget Committee
July 12	Third draft of the budget to the School Board Public hearing on the budget during School Board meeting School Board approves budget to allow for summer activity
August 23	Presentation of the approved budget at the annual school district Budget Hearing. Request public approval of the tax levy at the Annual Meeting.
September 17	Third Friday in September student count
October 15	State equalization aid certification released by DPI
October 25	School Board makes any changes to the budget and sets the tax levy on or before November 1
Before Nov. 10	Certify tax levy by the School Board Clerk