

CEDAR HILL ISD
PRELIMINARY BUDGET CALENDAR
2011-2012 Fiscal Year (July 1, 2011 – June 30, 2012)

October 2010

- Present campus rosters, with employee funding source, to campus principals at September 21, 2010 principals meeting
- Instruct principals to meet with campus improvement committees and prioritize positions not paid from an restricted source(all non 199 funds, special education)
- Have campuses committees recommend positions to be cut with both a 5% and 10% cut in campus FTE's
- Campus recommendation to be returned to CFO by December 1, 2010

November/December, 2010

- Analyze -2010-2011 district data (student and staffing) through the 1st semester, from fall 2010 PEIMS #1 submission
- Analyze 2010-2011 General Fund expenditures
- Meet with budget components (principals and directors) to review district financial status, budget sheets to campuses, directors, etc.
- Present recommendations of positions that could be cut from campus committees

January, 2011

- Continue December process of meeting with individual budget components, budget sheets due back from campus and directors
- Prior to Board Priority Goals Meeting (**April 2011**), conduct Budget Orientation Session (March 7, 2011) with Board of Trustees to:
 - Review historical data
 - Provide schedule of budget meeting with campus and directors, at individual campuses (attached)
 - Discuss short-term and long-term reality-based financial objectives
 - Discussion of future bond needs

March, 2011

- Develop student population projections with the assistance of appropriate personnel
- Develop core staffing/preliminary payroll budget with the assistance of Personnel and Curriculum Components
- Develop fixed cost budgets (ex: appraisal district, insurance, utilities, etc.)
- Conduct Budget Orientation Session-March 7, 2011

April, 2011

- Continue to refine draft budget using updated data + budgetary component input
- Revisit bond issue, in conjunction with strategic planning
- Receive certified estimate of taxable value from DCAD by April 30, 2011

May, 2011

- Meet with Board of Trustees (Budget Meeting #1- May 9, 2011) to analyze revenue budget options, establish revenue assumptions, provide update on expenditure projections, confirm board priority goals and provide 1st draft of budget

June, 2011

- Present 2nd draft of 2010-2011 Proposed Budget to Board of Trustees (Budget Meeting #2- June 6, 2011)
- Review and update revenue projections using Estimated Value Report updates available from Dallas County Appraisal District
- Study Legislative changes, if applicable
- Evaluate revised Budget Publication and Hearing guidelines, establish appropriate timelines and required meetings
- Incorporate additional Board recommendations
- Comply with revised Budget Publication and Hearing guidelines-June 14, 2011
- Research revised Truth-in-Taxation guidelines, if applicable
- Establish Truth-in-Taxation compliance timeline and guidelines for Public Notice and subsequent adoption of Proposed 2010-2011 Tax Rate
- Comply with revised Truth-in-Taxation regulations
- Present Proposed 2010-2011 Tax Rate (Maintenance and Operations and Debt Service) to Board of Trustees for Adoption-June 27, 2011.
- Present 2010-2011 Proposed Budget to the Board of Trustees for adoption (Budget Meeting #3- June 27, 2011)

July, 2011

- Begin new fiscal year
- July 26, 2011 – 2011 Certified Values are received from Dallas County Appraisal District