

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 states

A budget for the school district shall be prepared annually for the Board's review. The budget shall include the following:

- The amount of revenues to be raised by taxation;
- The amount of revenues from sources other than taxation;
- An itemization of the amount to be spent in each fund; and
- A comparison of the amount spent and revenue received in each fund for like purposes in the prior fiscal years.

It is the responsibility of the superintendent and business manager to prepare the budget for review by the Board prior to the April 15 deadline each year.

Prior to the adoption of the proposed budget by the Board, the public is apprised of the proposed budget for the school district. Prior to the adoption of the proposed budget by the Board, members of the school district community will have an opportunity to review and comment on the proposed budget. A public hearing for the proposed budget of the Board is held each year in sufficient time to file the adopted budget no later than April 15.

Suggested Calendar:

Below is a calendar for three months next year. The date for the budget hearing needs to be set before April 15.

| | SU | MO | TU | WE | TH | FR | SA | | |
|--------------|----|----|----|----|----|----|----|-------------------------|----------------------------------|
| Feb. | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 24 | Regular Board Meeting |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 24 | Budget Approved for Publication |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 25 | Budget Sent to Newspaper |
| | 27 | 28 | | | | | | 25 | Budget to County Auditor |
| March | | | 1 | 2 | 3 | 4 | 5 | | |
| | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | Budget Notice Published in Paper |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 17 | Board Meeting & Budget Hearing |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | |
| April | 27 | 28 | 29 | 30 | 31 | | | | |
| | | | | | | 1 | 2 | | |
| | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | Deadline for Hearing |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | Regular Board Meeting |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 30 | Budget Filed with State | |

Recommended Action:

I suggest a motion to set 7:00 P.M., Thursday, March 17, 2022, as the time and date for the annual budget hearing and to adopt the budget calendar above.