

Stephenville ISD

2020-2021 Budget Calendar

Date	Activity/Process	Time	Responsible
11/18/2019	Give Proposed Budget Calendar to Board Members		EXDR Finance
12/2/2019	Send email to all staff on Supplemental Budget Request Information		EXDR Finance
12/10/2019	Email Board Supplemental Request Forms		EXDR Finance
12/19/2019	Supplemental Request to Campus Administrators		Staff
1/17/2020	Supplemental Request Due to Business Office		EXDR Finance
1/17/2020	Email Board Supplemental Request Forms Reminder		EXDR Finance
1/17-18/2020	Compile list of Supplemental Requests		EXDR Finance
1/30/2020	Review budget owners and make corrections		EXDR Finance
2/3/2020	Executive Team Budget Recommendation Planning Session		Superintendent & EXCR
2/7/2020	Prepare Supplemental List with Board Additions		EXDR Finance
2/11/2020	Discuss Budget Calendar at Administrative Staff Meeting		EXDR Finance
2/11/2020	Supplemental Request Review emailed to Budget Owners		EXDR Finance
2/17/2020	Executive Team Supplemental Budget Recommendation Review Session		Superintendent & EXCR
1/21/2020	Board Approves Budget Calendar		Superintendent & Board
2/18/2020	Review budget owners and make corrections		EXDR Finance
2/18/2020	Prepare line item trend data for all budget owners and distribute		EXDR Finance
2/18/2020	Begin Program Evaluation & Campus Needs Assessment to begin preparing budget		Staff/Budget Owners
2/28/2020	Board Receives Log of all Supplemental Request w/administrative comment		EXDR Finance
2/28/2020	Begin to Prepare Student Enrollment Projections		EXDR Finance/EXDR Student
3/9/2020	Agree on Enrollment Projections		Superintendent & EXDR's
3/9/2020	Complete State Funding Template for 20-21 with agreed enrollment		EXDR Finance
3/16/2020	Board Discuss Supplemental Requests		Board Members
3/25/2020	Campus/Department Budgets deadline		Staff/Budget Owners
3/25-30/2020	Review and Request Campus/Department Budget entries		EXDR Finance
3/30/2020	All detailed information submitted for budget request		Staff/Budget Owners
3/31-4/13/2020	Preparer Report information for BO/EXDR meetings		EXDR Finance/Bus Mgr
4/2/2020	Begin work on Salary Negotiations based on current salary		EXDR Finance/Bus Mgr
4/6-10/2020	Schedule Appts for Budget Review with Budget Owners		EXDR Finance
4/15/2020	First draft of Salary Negotiations completed with existing staff		EXDR Finance/Bus Mgr
4/15-24/2020	Administrative Budget Review Process with Budget Owners		All Budget Owners
4/23/2020	Initial Revenue Projections Completed		EXDR Finance
4/27/2020	Review process with Administrators at Exec Cabinet		Superintendent & EXDR
4/29/2020	Load Salary Negotiations to Prelim Budget with existing staff		EXDR Finance
5/6/2020	Combine Prelim budget with salary negotiations		EXDR Finance
5/7/2020	Send confirmations of Prelim Budget to all Budget Owners		EXDR Finance
5/7/2020	Load detail line item budget in Board Book for Review		EXDR Finance
5/11/2020	Board Work Session	5:30 PM	Board Members
5/18/2020	Work up Salary Schedule Options		EXDR Finance
6/4/2020	Campus Needs Assessments Complete		Administrators
6/4/2020	Campus Budget impacts from needs assessment		Administrators
6/5/2020	Complete Revised Template with Year End PEIMS data		EXDR Finance
6/8/2020	Administrative Budget Meeting		Superintendent and EXDR's
6/10/2019	Called Board Budget Meeting	5:30 PM	Superintendent & Board
6/11/2020	Complete Options for Salary Schedules with impact		EXDR Finance
6/15/2020	Board Regular Session and Budget Review with options	5:30 PM	Superintendent & Board
6/15/2020	Approved Salary Hiring Schedules for 2020-2021	5:30 PM	Superintendent & Board
6/22/2020	Campus/Department date for revisions based on needs assessment		Administrators
7/27/2020	Receive Certified Values		EXDR Finance
7/29/2020	Final Draft Presented to the Board and approve "proposed" tax rate	5:30 PM	Superintendent & EXDR Fin
7/30/2020	Calculation of Rollback rate		EXDR Finance
7/31/2020	Complete ad for public hearing to appear on 8/1/2020		EXDR Finance
8/17/2020	Complete Budget Document delivered to Board Members and posted		EXDR Finance
8/17/2020	Conduct public hearing as part of regularly scheduled meeting	5:30 PM	Superintendent & Board
8/24/2020	Adopt Budget and Set Tax Rate for 2020-2021	5:30 PM	Superintendent & Board
8/31/2020	Budget Allocations complete and funds available for staff use		EXDR Finance/Bus Mgr