

**UNITED INDEPENDENT SCHOOL DISTRICT**  
**Budget 2024-2025 Administrative Calendar**

TIMELINE	ACTIVITY/PROCESS
<b>September 2023</b>	Implement the approved 2023-2024 operating budget for General Operating, Food Service, and Debt Service funds. Enrollment projection study reviewed. Boundary changes proposals reviewed. Staffing guidelines revised, if necessary. Review of department staffing guidelines with management team; effect on budget.
<b>Dec 2023-Feb 2024</b>	Budget input from Administrators.
<b>December 13, 2023</b>	Present Budget 2024-2025 Calendar to Board. Student projections per campus established. Review enrollments/boundaries.
<b>January 2024</b>	Prepare Campus/Dept. Budget Training manuals.
<b>Dec 2023-Feb 2024</b>	Board approval of boundary changes for the 2024-2025 school year.
<b>Feb 18, 2024-Feb 23, 2024</b>	Conduct budget workshops for campuses/departments. Review budget instructions manual and provide instructions for completing required forms.
<b>February 29, 2024</b>	Controlled budget management for campus supplies and equipment for the regular school year.
<b>March 4, 2024</b>	Elementary School Staffing Meetings at C&I Bldg. Room 76.
<b>March 18, 2024</b>	Middle School Staffing Meetings at C&I Bldg. Room 76.
<b>March 25, 2024</b>	High School Staffing Meetings at C&I Bldg. Room 76.
<b>March 26-28, 2024</b>	Conduct budget workshops for C&I departments. Or week of April 1st.
<b>April 2024</b>	Conduct budget meetings with Non- C&I departments.
<b>April 30, 2024</b>	Deadline for Chief Appraiser to certify estimate of District's taxable property values.
<b>March -April 2024</b>	Individual campus meetings with Finance Division staff to assist in the completion of required budget documents.
<b>May 23, 2024</b>	Deadline for budget worksheet submission to immediate supervisor.
<b>End-May 2024</b>	Meeting with the Superintendent/Administrators in Charge and Management Team to review campus and non-campus budgets and prioritize desired programs and projects for 2024-2025.
<b>June 13, 2024</b>	Campus and Department budgets need to be turned in to the Division of Finance/Budget Office.
<b>June 14, 2024</b>	Controlled Budget Management process in effect for departments.
<b>July 15-Aug 1</b>	TEA data collection from districts regarding taxable property values and local exemption amounts for the preceding and current tax years.
<b>July 25, 2024</b>	Deadline for Chief Appraiser to provide certified appraisal roll to District's tax assessor.
<b>June 2024 - July 2024</b>	U.I.S.D. Board of Trustees budget workshops; campus and department budgets will be reviewed along with prioritized programs and projects as determined by the Superintendent, Associate and Assistant Superintendents; prioritized projects may include recommended salary adjustments for teachers, paraprofessionals, manual trades, and administrative staff.
<b>July 2024</b>	Final "draft" budget document delivered to Board of Trustees for review. Deadline for tax assessor to determine district property values and submit appraisal roll to the Board. District designee must calculate the district's no-new-revenue tax rate and voter-approval tax rate (VATR) using the certified estimate. It must also be electronically incorporate specific information regarding district tax rates and the public hearing on the tax rate into the property tax database maintained by the chief appraiser.
<b>August 1, 2024</b>	Tentative, TEA will provide each district's MCR based on data collected from the District regarding taxable property values and local exemption amounts for the preceding and current tax years.
<b>August 9, 2024</b>	Publish ten day notice of public hearing (Texas Comptroller's Form 50-280) stating the purpose of the meeting to discuss the proposed budget and tax rate for the 2024-2025 fiscal year.
<b>August 9, 2024</b>	Web Posting Requirement (HB1): "Proposed" Expenditure Budget on district's web page as required by HB1. A school district must post the budget summary on the school's Internet Web site when it post the "Notice of Public Hearing" on the budget in the newspaper.

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<b>August 9, 2024</b>	Post notice under the Texas Open Meeting Act (OMA). At least 72 hours before the public meeting, a district must post notice of the meeting in accordance with the OMA. If a board plans to adopt the budget and tax rate at the same meeting, the meeting notice must list separate agenda items for the budget and tax rate, in that order.
<b>August 21, 2024</b>	Public Hearings on proposed 2024-2025 tax rate and proposed budget. A quorum must be present for public hearing. Adoption of 2024-2025 budget, tax rate, and certified property values at the regularly scheduled Board of Trustees meeting. The board must vote to adopt the budget and then, in a separate vote, adopt the tax rate. The District's tax rate comprises of the M&O and I&S rate and must be approved separately. The board must include as an appendix to the district's budget the tax rate calculation forms used by the district's designated officer or employee to calculate the district' no-new-revenue tax rate and voter-approval tax rate.
<b>August 22, 2024</b>	Post adopted budget on the District's web page. House Bill 3 from the 81st Session of the Texas Legislature requires school districts, on final approval of the budget by the board of trustees, to post a copy of the <i>Adopted Budget</i> on the district's Web site.
<b>September 1, 2024</b>	Implement approved 2024-2025 budget for General Operating, Food Service, and Debt Service funds.