



**PROSPECT HEIGHTS DISTRICT 23  
BOARD OF EDUCATION  
DISCUSSION ITEM**

**Date:** October 14, 2020  
**Title:** 2021-22 Budget Calendar  
**Contact:** Amy McPartlin, Assistant Superintendent for Finance & Operations

DATE RANGE	BUDGET PROCESS
10/14/2020	Board Approves the 2021-22 Budget Calendar
11/11/2020	Board Approves the 2020 Tentative Property Tax Levy
12/9/2020	Board Holds Public Hearing on the 2020 Property Tax Levy
	Board Approves the 2020 Property Tax Levy
01/01 - 02/15/21	Administration Develops Preliminary Financial Guidelines & Assumptions
03/21	2021-22 Preliminary Financial Guidelines and Assumptions are Presented to Finance Committee
03/09/21	Board Approves the 2021-22 Preliminary Financial Guidelines & Assumptions
03/15 - 04/30/21	Building Principals and Program Administrators Develop Tentative Budgets
04/15 - 05/30/21	Budget Meetings with Building Principals & Program Administrators
05/01 - 06/30/21	Business Office Assembles the 2021-22 Tentative Budget
06/30/2021	Finance Committee to Receive Tentative Budget
07/14/2021	Board Approves the 2021-22 Tentative Budget and Sets the Date for Public Hearing on Final Budget
07/15 - 08/01/21	Business Office Prepares the Final Budget
08/11/2021	Board Secretary Places the 2021-22 Tentative Budget on Public Display
09/15/21 (New Date)	Board Holds Public Hearing on the 2021-22 Final Budget
	Board Approves the 2021-22 Final Budget