



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

**Date:** March 11, 2020  
**Title:** 2020-21 Budget Calendar  
**Contact:** Amy McPartlin, Chief School Business Official

DATE RANGE	BUDGET PROCESS
3/2/2020	2020-21 Preliminary Financial Guidelines and Assumptions are Presented to Finance Committee
3/11/2020	Board Approves the 2020-21 Preliminary Financial Guidelines and Assumptions
03/13 - 4/30/2020	Building Principals and Program Administrators Develop Tentative Budgets
04/15 - 05/31/2020	Budget Meetings with Building Principals and Program Administrators
04/15 - 06/30/2020	Business Office Assembles the 2020-21 Tentative Budget
7/8/2020	Board Reviews and Approves the 2020-21 Tentative Budget
	Set Date for Public Hearing on Final Budget
06/01 - 07/30/20	Business Office Prepares the Final Budget
07/09 - 08/09/2020	Board Secretary Places the 2020-21 Tentative Budget on Public Display
9/09/2020	Board Holds Public Hearing on the 2020-21 Final Budget
	Board Approves the 2020-21 Final Budget
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 - 02/15/2021	Administration Develops the 2021-22 Preliminary Financial Guidelines/Assumptions