



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

Date: October 12, 2022

Title: 2023-24 Budget Calendar

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

DATE RANGE	BUDGET PROCESS
10/12/2022	Board Approves the 2022-23 Budget Calendar
11/9/2022	Board Approves the 2022 Tentative Property Tax Levy
12/14/2022	Board Holds Public Hearing on the 2022 Property Tax Levy
	Board Approves the 2022 Property Tax Levy
01/11/2023	Resolution to Authorize Appointment of Individual to Prepare Budget
01/01 - 02/15/2023	Administration Develops Preliminary Financial Guidelines & Assumptions
02/27/2023	202-24 Preliminary Financial Guidelines and Assumptions are Presented to Finance Committee
03/08/2023	Board Approves the 2023-24 Preliminary Financial Guidelines & Assumptions
03/15 - 04/30/2023	Building Principals and Program Administrators Develop Tentative Budgets
04/15 - 05/30/2023	Budget Meetings with Building Principals & Program Administrators
05/01 - 06/30/2023	Business Office Assembles the 2023-24 Tentative Budget
06/30/2023	Finance Committee to Receive Tentative Budget
07/15 - 08/01/2023	Business Office Prepares the Final Budget
08/9/2023	Board Approves the 2023-24 Tentative Budget and Sets the Date for Public Hearing on Final Budget
	Board Secretary Places the 2023-24 Tentative Budget on Public Display
09/13/2023	Board Holds Public Hearing on the 2023-24 Final Budget
	Board Approves the 2023-24 Final Budget