



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: June 18, 2012

AGENDA ITEM: Budget Workshop Preview

PRESENTER: Earl Husfeld

ALIGNS TO BOARD GOAL(S):

4. All members of the school community will be partners in the educational process.
6. Provide resources and facilities consistent with the growth of the District.

BACKGROUND INFORMATION:

- Per Section 44.002 of the Texas Education Code, “the Superintendent shall prepare, or cause to be prepared, a proposed budget covering all estimated revenue and proposed expenditures of the District for the following fiscal year.
- The budget must be prepared according to generally accepted accounting principles, rules adopted by the State Board of Education, and adopted policies of the Board of Trustees.
- Budgets for the General Fund, the Child Nutrition Fund, and the Debt Service Fund must be included in the official district budget and must be adopted by August 31st.

ADMINISTRATIVE CONSIDERATIONS:

- The District’s 2012-2013 budget development process is progressing on schedule. A copy of the 2012-2013 Budget Development Calendar that was presented to the Board of Trustees in January is included for your review.
- During the Budget Workshop on June 25, an overview/explanation of the 2011-2012 monthly financial reports will be provided in order to give you insight into the “makeup” of the 2012-2013 budget. Additionally, an overview of the account code structure used by public school districts will be shared with you.
- 2012-2013 budget assumptions and highlights of the preliminary revenue and expenditure information will also be presented.

FISCAL NOTE:

None

ADMINISTRATIVE RECOMMENDATION:

None – Informational Report



ALEDO INDEPENDENT SCHOOL DISTRICT 2012-2013 BUDGET DEVELOPMENT CALENDAR



Date	Action	Performed By
September 2011 - May 2012	Monitor Student Average Daily Attendance (ADA) at the End of Each Six Week Period. Monitor Ad Valorem Tax Collection Percentage at Each Month End.	CFO
January 2012	Present 2012-2013 Budget Development Calendar to Superintendent for Comments and/or Changes	Superintendent and CFO
January 2012	Meetings with Principals to Discuss Student Enrollment and Campus Staffing Projections	Deputy Superintendent
January 23, 2012	Present Budget Development Process/Calendar to School Board	Superintendent and CFO
January 25, 2012	Present Budget Development Process/Calendar to Administrative Staff	Superintendent and CFO
February 2012	Refine/Finalize Student Enrollment and Campus Staffing Projections	Deputy Superintendent
February 2012	Departments Submit Additional Staffing Requests	Directors and Executive Directors
February 2012	Meetings with Principals, Directors, Executive Directors, and Others to Distribute Budget Instructions/Budget Worksheets	CFO
March 1, 2012	Finalized Staffing Projections/Requests Due to Business Office	Deputy Superintendent and CFO
March 19, 2012	Regular Board Meeting - Budget Update - Present Additional Staffing Requests, if any, to Board of Trustees	Board of Trustees, Superintendent, Deputy Superintendent, and CFO
April 15-25, 2012	Receive Chapter 41 Preliminary Notification Announcement	Texas Education Agency
May 1-15, 2012	Preliminary Property Tax Roll Valuations Received	Parker County Appraisal District and Tarrant Appraisal District
May 10, 2012	Due Date for Requested Budgets to be Entered into TxEIS	Principals, Directors, Executive Directors, and Others
May 15-21, 2012	Update Revenue Projections Based on Preliminary Property Tax Roll Valuations Received	CFO
May 15-31, 2012	Administrative Review of Campus/Department Requested Budgets	Superintendent and CFO
May 21, 2012	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
June 4-15, 2012	Receive Student Average Daily Attendance (ADA) numbers for 2011-2012 school year	PEIMS Office
June 18, 2012	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
June 18-25, 2012	Update Revenue Projections and Their Effect on Budget and Any Other Budget Changes	CFO
June 25, 2012	Called Board Meeting - Budget Workshop	Board of Trustees, Superintendent, and CFO



**ALEDO INDEPENDENT SCHOOL DISTRICT
2012-2013 BUDGET DEVELOPMENT CALENDAR**



Date	Action	Performed By
July 13-20, 2012	Receive Chapter 41 Official Notification Announcement	Texas Education Agency
July 23, 2012	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
July 25, 2012	Certified Property Tax Roll Valuations Received	Parker County Appraisal District and Tarrant Appraisal District
July 26-31, 2012	Calculate Effective Tax Rate, Finalize Revenue Projections, and Their Effect on Budget and Any Other Budget Changes	Parker County Appraisal District, Tarrant Appraisal District, CFO, and Superintendent's Cabinet
August 17, 2012	Publish in Newspaper Notice of Public Meeting to Discuss 2012-2013 District Budget and Proposed Tax Rate (Published 10 to 30 days before public meeting.)	CFO
August 20, 2012	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
August 27, 2012	Called Board Meeting; Official Public Meeting on Budget and Proposed Tax Rate; Board Meeting to Adopt the Budget	Board of Trustees, Superintendent, and CFO
August 27, 2012	Called Board Meeting; Official Public Meeting of School Board to Set Tax Rate; Board Meeting to Adopt Tax Rate	Board of Trustees, Superintendent, and CFO