

## **2017-2018 BUDGET PLANNING CALENDAR**

January - June	Budget Committee meets weekly to review budget requests and develop the proposed budget for the 2017-2018 fiscal year.
February - June	Budget workshops with Board of Trustees as required. Board conducts preliminary budget discussions and receives a progress report and update on the salary projections.
March 22	eFinancePlus budget work session to enter budgets
March 31	All campus and departmental proposed budgets (signed hard copies) due in the business office at 5:00pm. The proposed budgets must be entered in the budget module.
April 1 – May 15	Business Office compiles budgetary data
April – May	Mailing of notices of appraised value by chief appraiser
April 30	The chief appraiser prepares and certifies to the assessor for each school district participating in the appraisal district an estimate of the taxable value of property in that taxing unit. The chief appraiser assists each school district in determining values of property in that taxing unit for the taxing unit's budgetary purposes.
May 15	Deadline for submitting appraisal records to ARB
May 19	72-hours notice for meeting
May 23	Meeting of Board to decide on public meeting date on proposed tax rate
May 30	Business Office to send Notice of Public Hearing on Tax Rate to Denton Record Chronicle
June 2	Notice of Public Hearing on Tax Rate to run in Denton Record Chronicle
June 9	72-hours notice for public meeting
June 13	Public Hearing on tax rate Adopt tax rate and call Tax Ratification Election Announce Public Hearing on budget
June 14	Business Office to send Notice of Public Hearing on Budget to Denton Record Chronicle

June 17	Notice of Public Hearing on Budget to run in Denton Record Chronicle
June 20	Preparation of the Proposed Budget
June 23	72-hours notice for public meeting
June 27	Public Hearing on budget School board to adopt the budget
July 15	Deadline for commissioner of education to send notice to school districts required to equalize wealth
July 20	Deadline for ARB to approve appraisal records
July 25	Deadline for chief appraiser to certify rolls to taxing units
August 1	Certification of anticipated collection rate by collector
August 23 – September 5	Early voting period
September 9	Tax Ratification Election Day
September 19	Meeting to canvass Tax Ratification Election
September 29	Tax rate due to Denton County
October 2017	Approve tax levy roll The tax assessor prepares and mails tax bills