

# FY2025 Budget Planning Timeline for Operating Fund Budgets

Includes General Operating, Food Nutrition Service, Community Service, and Capital

	Date	Who	Outcome	Document
	Grey shading denotes FAC		Orange shading denotes School Board ( <b>Bold</b> = school board budget-related action)	
D a t a  G a t h e r i n g	September/October 2023	Budget Managers	1. Understand the budget timeline and process 2. Consider budget needs in relationship to strategic plan	(A) Budget Timeline
	September 20, 2023	Finance Advisory Committee	1. Overview of plan/expectations 2. Understand Budget Timeline 3. Discuss expenditure analysis process	(A) Budget Timeline (C) FY2024 Budget Book (H) Spring 2023 FAC Report
	<b>September 26, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve preliminary Pay 2024 levy</b>	<b>(B) Levy summary</b>
	October 25, 2023	Finance Advisory Committee	Begin revenue analysis	(D) Enrollment projections
	November 2023	Business Office	Begin FY2024 Mid-Year budget review	
	November 15, 2023	Finance Advisory Committee	Begin expenditure analysis	
	November 28, 2023	School Board Regular Meeting	Preview FY2023 Year-End Audit Results	
	December 6, 2023	Finance Advisory Committee	1. Revisit FY2025 enrollment projections 2. FY2025 Fund Balance assumptions 3. FY2025 other assumptions	
	<b>December 12, 2023</b>	<b>School Board Regular Meeting</b>	<b>Tax Hearing</b> <b>Approve final Pay 2024 levy</b>	<b>(B) Levy Summary</b>
P r e p a r a t i o n	Jan - June 2024	Budget Managers	Review budget based on legislative changes and strategic plan review; adjustment as necessary.	
	January 24, 2024	Finance Advisory Committee	1. Review final budget assumptions 2. Begin draft of Spring 2024 FAC Report	
	<b>February 13, 2024</b>	<b>School Board Regular Meeting</b>	<b>Accept FY2023 Audit Results</b>	<b>(A) Budget Timeline</b>
	February 21, 2024	Finance Advisory Committee	1. Review final budget assumptions 2. Continue draft of Spring 2024 FAC Report	(H) Spring 2024 FAC Report
	February 27, 2024	School Board Regular Meeting	Update regarding budget process	(A) Budget Timeline (D) Enrollment Projections
A p p r o v a l	March 27, 2024	Finance Advisory Committee	Finalize School Board Report	(H) Spring 2024 FAC Report
	<b>April 16 ,2024</b>	<b>School Board Regular Meeting</b>	FAC Presentation Review FY2024 Mid Year Budget Update	
	<b>April 30, 2024</b> ★	<b>School Board Regular Meeting</b>	<b>Approve FY2024 Mid Year Budget Update</b> <b>Approve FY2025 General Fund budget parameters</b>	
	May 1, 2024	Finance Advisory Committee	Recap and planning	
	May 2024	MN Legislative Session Adjourns		
	June 11, 2024	School Board Study Session	Review final FY2025 Budgets for all funds; prepare to take action at June 25 regular meeting	(E) Fund Balance Summary
	<b>June 25, 2024</b>	<b>School Board Regular Meeting</b>	<b>Approve final FY2025 budget for all funds</b>	<b>(C) FY2025 Budget Book</b>
C l o s i n g	June 2024	Budget Managers	Debrief on FY2025 budget planning process	
	July 2024	Business Services	Prepare for FY2024 Audit	