

**BEEVILLE INDEPENDENT SCHOOL DISTRICT
CALENDAR FOR DEVELOPMENT OF 2018-2019 BUDGET**

DATE (est.)	ACTIVITY	RESPONSIBLE
January 2018	Review projected revenues for fiscal year; Life cycle replacement reviews; enrollment projections by campus.	Superintendent, Deputy Supt. Finance Dir.
February 16, 2018	Meet with administrative staff and discuss budget process, calendar, and allocations. Organize District Budget Committee (Supt, Finance Dir., Principals, Directors)	Superintendent, Finance Dir.
February 2018	Principals and Directors meet with staff to review budget procedures, Principals release of preliminary allocations and distribute budget forms and print-outs.	Principals, Directors, Adm. Staff
*	Campus Site Base decision Committees meet to establish goals and allocate campus resources.	Principals
*	Individual budgets developed and reviewed by grade leaders, chairpersons, and administrators. Submitted to Finance Office.	Finance Dir. Principals, Directors, Administrators
March 8, 2018	Preliminary campus and department printouts are completed and delivered from principals and directors to Finance Office.	Finance Dir.
July 19, 2018	Review salary and stipend modifications with recommendations presented.	Superintendent Deputy Supt.
July 19, 2018	Next year salary increase plans presented to the Board of Trustees.	Superintendent Deputy Supt.
July 19, 2018	Finalize all preliminary budget computations and prepare total district budget draft(s).	Finance Dir.
July 19, 2018	Preliminary budget presented to the Board of Trustees.	Superintendent, Finance Dir.
July – August, 2018	Board of Trustees budget presentations and approval.	Superintendent, Finance Dir.
After adopted budget	the tax rate to fund the budget can be adopted	Superintendent Finance Dir.

The district budget must be prepared by August 31. In order for the budget to be adopted by the board of trustees, inclusive of amendments, the district budget must be prepared by August 20. The president of the board of trustees must call a public meeting of the board of trustees, giving ten days public notice in a newspaper, for the adoption of the district budget. Any taxpayer in the district may be present and participate in the meeting.