

2008-2009 BUDGET PLANNING CALENDAR

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.
February - June	Budget Committee meets weekly to review budget requests and develop the proposed budget for the 2008-2009 fiscal year.
March 5	Budget training for all campus principals during the Monthly Administrator Meeting.
March 13	Budget training for all campuses and departments during the Secretary and Bookkeeper Meetings to be held in the Board Room at Central Services .
April 10	Pentamation Budget Training for Secretaries and Bookkeepers to be held in the Technology Training Room.
April 25	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 25 – May 2	Business office compiles budgetary data.
May 9	72-hours notice for meeting.
May 13	Meeting of Board to decide on public meeting date on budget and proposed tax rate.
May 15	Mailing of notices of appraised value by chief appraiser.
May 15	Deadline for submitting appraisal records to ARB.
June 7	Deadline for chief appraiser to certify an estimated taxable value if school district changed to a July 1 fiscal year.
June 9	“NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX RATE” published 10 to 30 days before public meeting.
June 20	72-hours notice for public meeting.
June 24	Public meeting on budget and proposed tax rate. School board may adopt budget and tax rate at the public meeting, or the board may adopt the budget and wait to adopt the tax rate.

June 24	School board to adopt the budget.
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 1	Calculation of rollback tax rate.
September 5	72-hours notice for meeting at which Board will adopt tax rate.
September 9	Meeting to adopt tax rate. School district must adopt tax rate by September 30, or within 60 days of receiving certified appraisal roll.
October 2008	Approve tax levy roll.