

| TARGET DATE | ACTIVITY/PROCESS | RESPONSIBILITY |
|----------------|--|---|
| 2/7/2025 | Projected enrollments developed | Superintendent, CFO |
| 2/10/2025 | Distribute budget information and guides | CFO |
| 4/17/2025 | Budget proposals due in Skyward | CFO, Principals, and Directors |
| 4/25/2025 | Completion of preliminary campus and department budgets | CFO |
| 4/30/2025 | Review preliminary values from SCAD and CCAD | Superintendent, CFO |
| 5/9/2025 | Complete preliminary revenue projections | CFO |
| 5/16/2025 | Contact CFO with budget questions or concerns | Principals and Directors |
| 5/23/2025 | Complete first draft of preliminary budget | CFO |
| 5/30/2025 | Complete Superintendent's review of preliminary budget, personnel requirements, facility requirements, and projected revenue | Superintendent, CFO, Director of Curriculum, Director of Support Services |
| 6/9/2025 | Budget Workshop (5:00 pm) Review enrollment projections, salary schedules, preliminary taxable values, etc. with Board of Trustees | Board of Trustees, Superintendent, CFO, Director of Curriculum, Principals, and Directors |
| 7/14/2025 | Budget Workshop (5:30 pm) Review enrollment projections, salary schedules, preliminary taxable values, etc. with Board of Trustees | Board of Trustees, Superintendent, CFO, Director of Curriculum, Principals, and Directors |
| 7/25/2025 | Chief Appraisers certify tax roll | Chief Appraisers |
| 7/25-8/01/2025 | TEA data collection from districts regarding taxable property values and local exemption amounts for the preceding and current tax years | CFO |
| 8/1/2025 | Deadline for tax assessor to determine district property values and submit appraisal roll to the board | Chief Appraisers, Superintendent, CFO |
| 8/5/2025 | Deadline for TEA to issue preliminary maximum compressed tax rate (MCR) for each district (the district has ten days to appeal preliminary MCR and if not appealed, preliminary MCR becomes final) | TEA, Superintendent, CFO |
| 8/8/2025 | Complete final draft of budget | CFO |
| 8/10/2025 | Calculation of Rollback Tax Rate | CFO |
| 8/11/2025 | Budget Workshop (5:30 pm) Review final budget and certified values. | Board of Trustees, Superintendent, CFO, Director of Curriculum, Principals, and Directors |
| 8/21/2024 | Latest date to publish Notice of Meeting to Discuss Budget and Proposed Tax Rate (Must submit to newspaper by August 14) | CFO |
| 8/28/2025 | Budget Hearing (5:00 pm) Board meeting to adopt budget, set tax rate, and approve final amendments | Board of Trustees, Superintendent, CFO, Director of Curriculum, Principals, and Directors |