

**DB-R  
REGULATION**

**ANNUAL BUDGET: SCHEDULE, PREPARATION/PLANNING, FORMAT, AND  
POSTING SUBMISSION**

The business manager will assist the Superintendent in preparing a schedule of budget deadlines for presentation to the Governing Board each year. This schedule will cover all actions necessary to prepare the budget for the following school year.

The following items may be included in the recommended budget schedule:

- A. Date for the completion of the salary and wage reconciliation to revise current year budgets of revenue and expenditures based on updated assumptions and realities.
- B. Date(s) for estimates on the maintenance and operations budget (straw budget).
- C. Date for completion of the employee compensation considerations.
- D. Date for preparing financial projection for all categories and subcategories to be included in the proposed budget(s) for the ensuing fiscal year.
- E. Date for presenting budget information to key stakeholder groups.
- F. Date of public hearing to adopt the proposed budget.
- G. *Proposed Budget:* The Governing Board shall not later than July 5 and not less than ten (10) days before:
  - 1. Publish a copy of the proposed budget or a summary of the proposed budget for consideration of the residents or taxpayers of the District, and notice of the public hearing and Board meeting.
  - 2. Furnish to the Superintendent of Public Instruction and County School Superintendent, in electronic format, the proposed budget and summary of the proposed budget for the budget year.
  - 3. Submit to the Department of Education the proposed budget which shall prominently display the information about the District on the website maintained by the Department. The District shall post a link to the website of the Department of Education where this information about the District is posted.

H. **Budget Adoption:** The Governing Board shall not later than July 15 and not less than ten (10) days after posting the notice of the public hearing and Board meeting:

1. Conduct the public hearing and present the proposed budget to the persons attending the hearing, and
2. Immediately following the public hearing, the President shall call the Governing Board meeting to order for the purpose of adoption the budget.

I. **Adopted Budget:** Not later than July 18:

1. The adopted budget shall be submitted electronically to the Superintendent of Public Instruction.
2. The adopted budget shall be submitted to the Department of Education. The Department shall prominently display this information about the District on the website maintained by the Department. The District shall post a link to the website of the Department of Education where this information about the District is posted.

J. **Publishing:** The Governing Board must provide notice of the public hearing and Board meeting to adopt the budget no later than ten (10) days prior to the meeting to adopt the budget.

The District is required to follow the website requirements above to meet the publication requirement for the proposed budget by electronically uploading the Hearing Notification and Summary via the School Finance Budget System at ADE for posting on the ADE website. If the budget and proposed budget and notice are posted on the website maintained by the Department of Education, the Board shall file an affidavit with the Superintendent of Public Instruction within thirty (30) days after the date that the information is posted on the website.

K. **Override Election:**

1. When applicable, dates pursuant to A.R.S 15-481-15-482 are followed.
2. Date for budget hearing on following year's budget:

- (b) At least ninety (90) days before a proposed override election (first (1st) Tuesday following the first (1st) Monday in November), order override election to present proposed override budget to electors. The District must also prepare an alternate budget without override increase in the event that voters reject the proposed override budget.
- (c) At least thirty-five (35) days before an override election, distribute to households where qualified electors reside the informational report prepared by the County Superintendent.
- (d) When a determination is made to cancel the override election, the request must be made to the County Superintendent at least eighty (80) days before the override election date.

**L. Annual Financial Report:**

- 1. Not later than October 15 of each year the District shall:
  - (a) Prepare and distribute the annual financial report for the prior fiscal year.
  - (b) Provide a copy of the financial report to the County School Superintendent.
  - (c) Electronically submit a copy of the financial report to the State Superintendent of Public Instruction.
  - (d) Submit a copy of the annual financial report for the prior fiscal year to the Department of Education. The Department shall prominently display this information about the District on the website maintained by the Department. The District shall post a link to the website of the Department of Education where this information about the District is posted.
- 2. Not later than November 15 of each year the District shall publish the annual financial report by electronic transmission of the information to the Department of Education for posting on the Department's website. The District shall post a link on the District's website to the report on the Department's website.

All forms and technical requirements for each respective form are prescribed in A.R.S 15-904