



## **ALEDO ISD BOARD MEETING TEMPLATE**

**MEETING DATE:** January 22, 2018

**AGENDA ITEM:** 2018-2019 Budget Development Calendar

**PRESENTER:** Earl Husfeld

**ALIGNS TO BOARD GOAL(S):** Financial/Facilities – The District shall exhibit excellence in financial and facility planning, management, and stewardship.

**BACKGROUND INFORMATION:**

- Per Section 44.002 of the Texas Education Code, “the Superintendent shall prepare, or cause to be prepared, a proposed budget covering all estimated revenue and proposed expenditures of the District for the following fiscal year.
- The budget must be prepared according to generally accepted accounting principles, rules adopted by the State Board of Education, and adopted policies of the Board of Trustees.
- Budgets for the General Fund, the Child Nutrition Fund, and the Debt Service Fund must be included in the official district budget and must be adopted by August 31<sup>st</sup>.

**ADMINISTRATIVE CONSIDERATIONS:**

- A Budget Development Calendar has been created to illustrate the steps involved in the budget development process and to ensure timely adoption of the 2018-2019 budget.
- Minor revisions may need to be made to the Budget Development Calendar to address issues that may arise as the 2018-2019 budget process develops over the ensuing months.

**FISCAL NOTE:**

None

**ADMINISTRATIVE RECOMMENDATION:**

None – Informational Report



## ALED0 INDEPENDENT SCHOOL DISTRICT 2018-2019 BUDGET DEVELOPMENT CALENDAR



Date	Action	Performed By
<b>Phase 1 - District Planning and Needs Assessment</b>		
September 2017 - May 2018	Monitor Student Average Daily Attendance (ADA) at the End of Each Six Week Period. Monitor Ad Valorem Tax Collection Percentage at Each Month End.	Chief Financial Officer (CFO)
January 2018	Present 2018-2019 Budget Development Calendar to Superintendent for Comments and/or Changes	Superintendent and CFO
January - February 2018	Discuss with Principals Student Enrollment and Campus Staffing Projections	Deputy Superintendent and HR Director
January 22, 2018	Present Budget Development Calendar/Process to School Board	Superintendent and CFO
January 25, 2018	Present Budget Development Calendar/Process to Administrative Staff	CFO
February 2018	Refine/Finalize Student Enrollment and Campus Staffing Projections	Deputy Superintendent and HR Director
February 2018	Meetings with Principals, Directors, Executive Directors, and Others to Discuss Budget Instructions/Budget Worksheets	CFO
February 2018	Departments Submit Additional Staffing Requests	Directors and Executive Directors
March 2018	Draft Report on Pay Systems Review Received	TASB HR Services
March 2, 2018	Finalized Staffing Projections/Requests Due to Business Office	Deputy Superintendent, HR Director, and CFO
<b>Phase 2 - Campus/Department Planning and Needs Assessments</b>		
March 19, 2018	Regular Board Meeting - Budget Update - Present Additional Staffing Requests to Board of Trustees	Board of Trustees, Superintendent, Deputy Superintendent, and CFO
April 15-25, 2018	Receive Chapter 41 Preliminary Notification Announcement	Texas Education Agency
April 17, 2018	Regular Board Meeting - Budget Update Presentation of Final Report on Pay Systems Review	Board of Trustees, Superintendent, and CFO TASB HR Services
May 1-15, 2018	Preliminary Property Tax Roll Valuations Received	Parker County Appraisal District and Tarrant Appraisal District
May 11, 2018	Due Date for Requested Budgets to be Entered into TxEIS	Principals, Directors, Executive Directors, and Others
<b>Phase 3 - Near Final District Planning</b>		
May 15-31, 2018	Update Revenue Projections Based on Preliminary Property Tax Roll Valuations Received	CFO
May 15-31, 2018	Administrative Review of Campus/Department Requested Budgets	Superintendent and CFO



## ALEDI INDEPENDENT SCHOOL DISTRICT 2018-2019 BUDGET DEVELOPMENT CALENDAR



Date	Action	Performed By
May 21, 2018	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
June 4-21, 2018	Receive Student Average Daily Attendance (ADA) numbers for 2017-2018 school year	PEIMS Office
June 18, 2018	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
June 22-30, 2018	Update Revenue Projections and Their Effect on Budget and Any Other Budget Changes	CFO
<b>Phase 4 - Finalized District Planning and Decisions</b>		
July 15-25, 2018	Receive Chapter 41 Official Notification Announcement	Texas Education Agency
July 16, 2018	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
July 25, 2018	Certified Property Tax Roll Valuations Received	Parker County Appraisal District and Tarrant Appraisal District
July 26-31, 2018	Calculate Effective Tax Rate, Finalize Revenue Projections, and Their Effect on Budget and Any Other Budget Changes	Parker County Appraisal District, Tarrant Appraisal District, CFO, and Superintendent's Cabinet
August 6, 2018	Budget Workshop - Budget Update	Board of Trustees, Superintendent, and CFO
August 13, 2018	Budget Workshop - Budget Update	Board of Trustees, Superintendent, and CFO
August 17, 2018	Publish in Newspaper Notice of Public Meeting to Discuss 2018-2019 District Budget and Proposed Tax Rate (Published 10 to 30 days before public meeting.)	CFO
August 20, 2018	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
August 27, 2018	Called Board Meeting; Official Public Meeting on Budget and Proposed Tax Rate; Board Meeting to Adopt the Budget	Board of Trustees, Superintendent, and CFO
August 27, 2018	Called Board Meeting; Official Public Meeting of School Board to Set Tax Rate; Board Meeting to Adopt Tax Rate	Board of Trustees, Superintendent, and CFO