



## **Brownsville Independent School District**

### **Budget Calendar Fiscal Year 2023-2024**

#### **January 2023**

<b>January 18, 2023</b>	Develop Revenue Budgets and Projections
<b>January 18, 2023</b>	Project enrollment figures developed for 2023-2024 enrollment and ready for use in budget preparation
<b>January 20, 2023</b>	Develop and Discuss State Program Allotments
<b>January 20, 2023</b>	Develop and Discuss Personnel and Benefit Costs Projections
<b>January 20, 2023</b>	Begin discussion of Health Insurance Options with Employee Benefits Department
<b>January 23, 2023</b>	Develop and Discuss payroll budgets for local, state, and federal budgets
<b>January 25, 2023</b>	Review and prioritize construction/facilities projects – Facilities Committee Meeting

#### **February 2023**

<b>February 9, 2023</b>	At <b><u>Budget Committee Workshop #1:</u></b> <ol style="list-style-type: none"><li>1. State of ESSER Funding</li><li>2. Enrollment</li><li>3. Property Values</li><li>4. Tax Ratification Election</li></ol>
<b>February 10, 2023</b>	Preliminary Budget Meeting with Budget Team to discuss budget development process and Budget Packet
<b>February 10, 2023</b>	Begin Staffing allocation meetings (Campus and Program Staff)
<b>February 10, 2023</b>	Begin Staffing allocation meetings (Department Staff)
<b>February 16, 2023</b>	At <b><u>Budget Committee Workshop #2:</u></b> <ol style="list-style-type: none"><li>5. TASB Salary Compression Study</li><li>6. Tax Ratification Election</li></ol>
<b>February 20, 2023</b>	Meeting for Human Resources and Funding Sources to review the process of Allocating Staff and transferring staff during year
<b>February 21, 2023</b>	Preliminary Budget Meeting with CFO to discuss budget meetings with department heads and principals and overall budget process

**February 22, 2023** Meeting for Curriculum and Instruction and Funding Sources to review the process of Allocating Funding for Programs and Software

### **March 2023**

**March 1, 2023** Administrator's Meeting:

1. Distribute budget information/calendar to **Elementary**, **Middle** and **High School** campus principals
2. Distribute budget information to **Elementary**, **Middle** and **High School** campus principals. Discuss per pupil allocations, specific budget needs, and mechanics of budgeting.
3. **Departments** budget information will be distributed and the budget development process will be discussed

**March 6, 2023** Deadline to submit Budget Changes (Fund 101-499)

**March 20, 2023** TASB Presents to Superintendent, selected Cabinet, HR Department and Finance

**March 23, 2023** At **Budget Committee Workshop #3**:

1. Human Resources Update
2. Business and Operations Update
3. ESSER Update

**March 27, 2023** All purchase requests must reach the Purchasing Department (through the Workflow/Approval Process)

**March 30, 2023** Finance Office/Federal Programs/State Programs to meet (Virtually) in Board Room with campus leadership to provide individual budget assistance

**March 31, 2023** Review and reclassify unspent Federal, State, and ESSER Campus budgets which were designated for regular school year expenditures

### **April 2023**

**April 3, 2023** Campus and Department budgets due to their respective Assistant Superintendent

**April 6, 2023** Review Draft TASB Compensation Report with District Cabinet

**April 6, 2023** Final Campus and Department budgets due to Finance Department

**April 6, 2023** All approved purchase orders will be released to the vendor by the Purchasing Department for Funds 101-499

**April 28, 2023** Review Final Campus and Department budgets

**April 30, 2023** Receive Certified Estimate of Property Values from Cameron Appraisal District (CAD)

**May 2023**

**May 3, 2023** Adjust Revenue budgets developed based on estimated tax values

**May 4, 2023** At **Budget Committee Workshop #4:**

1. Board discusses 2023-2024 Budget – TASB Pay Maintenance Analysis (**Tentative**)
2. Board discusses 2023-2024 Budget – Budget Workshop 4

**May 25, 2023** At **Budget Committee Workshop #5:**

1. Board discusses 2023-2024 Near Final Budget – Budget Workshop 5
2. Review Near Final Brownsville ISD’s Compensation Plan

**May 26, 2023** Last day to receive all orders at the warehouse. All purchase orders not received by the stated date will be canceled.

**June 2023**

**June 1, 2023** Summer School Orders (All Funds) must be received at warehouse

**June 12, 2023** Post proposed budget on district website

**June 22, 2023** At **Special Board Meeting:**

1. Public hearing on 2023-2024 Budget and Tax Rate
2. Adopt 2023-2024 Budget (Must be before adoption of tax rate)

**September 2023**

**September 5, 2023** At **Board Meeting:**

1. Set 2023-2024 Tax Rate (Must adopt by component, i.e. M&O and I&S)