



Oak Park Elementary School District 97

260 W. Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

TO: Dr. Carol Kelley, Superintendent of Schools
Board of Education

FROM: Mark J. Sheahan, Interim Chief School Business Official

SUBJECT: Fiscal Year 2021 Budget Authority and Proposed Budget Calendar

DATE: December 10, 2019

Budget Authority

The Board of Education designates a person to prepare the tentative budget for Fiscal Year 2021.

Pursuant to the Illinois School Code, Section 105, ILCS 5/17-1, the Board of Education shall designate some person or persons to prepare a tentative budget. Therefore, the Superintendent of Schools should be authorized to commence the preparation of the tentative budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021; the budget shall be filed with the Secretary of this Board.

Budget Planning

In accordance with Board Policy 4:10 Fiscal and Business Management

Each January, the Board adopts a proposed budget calendar, indicating dates for presentation by the Superintendent of receipts, estimates, preliminary expenditure recommendations by funds, and major Board actions affecting the budget.

The proposed calendar for such preparation, presentation, and adoption will be as follows (all Tuesdays except if noted otherwise):

- July 10, 2020: Update Board on preliminary results of prior fiscal year and discuss macro-level issues regarding budget development
- August 11, 2020: present the tentative FY2021 Budget for Board discussion and authorize the tentative budget for public display and the publication of Notice of Public Hearing to be held on September 22, 2020
- August 19, 2020, Tentative Budget on display and notice published in newspaper
- September 22, 2020: BOE Meeting to conduct public hearing and adopt final budget

Based on the information above, authorizing the Superintendent of Schools to commence preparation of the FY2021 annual budget should occur in January 2020. The approval of the Budget Authority and Proposed Budget Calendar will be presented to the Board for action at its January 7, 2020 meeting.