



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: January 22, 2019

AGENDA ITEM: 2019-2020 Fiscal Year Budget Development Process and Calendar

PRESENTER: Earl Husfeld, Chief Financial Officer

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 31st.
- A Budget Development Process and Calendar has been created to illustrate the steps involved in the budget development process and to ensure timely adoption of the 2019-2020 fiscal year budget.
- Revisions may need to be made to the Budget Development Calendar to address issues that may arise as the 2019-2020 budget process develops over the ensuing months.

FISCAL INFORMATION:

None

ATTACHMENTS:

2019-2020 Budget Development Process and Calendar

ADMINISTRATIVE RECOMMENDATION:

None – Informational Report



ALED0 INDEPENDENT SCHOOL DISTRICT

2019-2020 BUDGET DEVELOPMENT PROCESS AND CALENDAR



Date	Action	Performed By
Phase 1 - District Planning and Needs Assessment		
September 2018 - May 2019	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 - February 2019	Discuss with Principals Student Enrollment and Campus Staffing Projections and Department Staffing with Directors, etc.	Deputy Superintendent and HR Director
January 22, 2019	Present Budget Development Calendar/Process to School Board	Superintendent and CFO
January 24, 2019	Present Budget Development Calendar/Process to Administrative Staff	CFO
February 2019	Refine/Finalize Student Enrollment and Campus Staffing Projections	Deputy Superintendent and HR Director
February 2019	Meetings with Principals, Directors, Executive Directors, and Others to Discuss Budget Instructions/Budget Worksheets	CFO
February 2019	Departments Finalize Additional Staffing Requests	Directors and Executive Directors
February 28, 2019	Staffing/Budget Workshop	Board of Trustees, Superintendent, Deputy Superintendent, HR Director, and CFO
Phase 2 - Campus/Department Planning and Needs Assessments		
March 18, 2019	Regular Board Meeting - Budget Update - Present Additional Staffing Requests to Board of Trustees	Board of Trustees, Superintendent, Deputy Superintendent, and CFO
April 15-25, 2019	Receive Chapter 41 Preliminary Notification Announcement	Texas Education Agency
April 15, 2019	Regular Board Meeting	Board of Trustees and Superintendent
May 1-15, 2019	Preliminary Property Tax Roll Valuations Received	Parker County Appraisal District and Tarrant Appraisal District
May 10, 2019	Due Date for Requested Budgets to be Entered into TxEIS	Principals, Directors, Executive Directors, and Others
Phase 3 - Near Final District Planning		
May 15-31, 2019	Update Revenue Projections Based on Preliminary Property Tax Roll Valuations Received	CFO
May 15-31, 2019	Administrative Review of Campus/Department Requested Budgets	Superintendent's Cabinet
May 20, 2019	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
June 3-20, 2019	Receive Student Average Daily Attendance (ADA) numbers for 2018-2019 school year	PEIMS Office



ALEDO INDEPENDENT SCHOOL DISTRICT 2019-2020 BUDGET DEVELOPMENT PROCESS AND CALENDAR



Date	Action	Performed By
June 10, 2019	Staffing/Budget Workshop	Board of Trustees, Superintendent, Deputy Superintendent, HR Director, and CFO
June 17, 2019	Regular Board Meeting	Board of Trustees and Superintendent
June 18-30, 2019	Update Revenue Projections and Their Effect on Budget and Any Other Budget Changes	CFO
Phase 4 - Finalized District Planning and Decisions		
July 15-25, 2019	Receive Chapter 41 Official Notification Announcement	Texas Education Agency
July 15, 2019	Regular Board Meeting	Board of Trustees and Superintendent
July 22, 2019	Budget Workshop - Budget Update	Board of Trustees, Superintendent, and CFO
July 25, 2019	Certified Property Tax Roll Valuations Received	Parker County Appraisal District and Tarrant Appraisal District
July 26-31, 2019	Calculate Effective Tax Rate, Finalize Revenue Projections, and Their Effect on Budget and Any Other Budget Changes	Parker County Appraisal District, Tarrant Appraisal District, and CFO
August 12, 2019	Budget Workshop - Budget Update	Board of Trustees, Superintendent, and CFO
August 16, 2019	Publish in Newspaper Notice of Public Meeting to Discuss 2019-2020 District Budget and Proposed Tax Rate (Published 10 to 30 days before public meeting.)	CFO
August 19, 2019	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
August 26, 2019	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 26, 2019	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