

SISD

2020-2021 Budget Calendar

Date	Activity/Process	Time	Responsible	
11/18/2019	Give Proposed Budget Calendar to Board Members		EXDR Finance	
11/22/2019	Send email to all staff on Supplemental Budget Request Informantion		EXDR Finance	
12/10/2019	Email Board Supplemental Request Forms		EXDR Finance	
12/19/2019	Supplemental Request to Campus Administrators		Staff	
1/10/2020	Supplemental Request Due to Business Office		EXDR Finance	
1/17/2020	Email Board Supplemental Request Forms Reminder		EXDR Finance	
1/17/2020	Compile list of Supplement Request		EXDR Finance	
1/21/2020	Board Approves Budget Calendar		Superintendent	
1/30/2020	Review budget owners and make corrections		EXDR Finance	
2/3/2020	Executive Team Budget Recommendation Planning Session		Superintendent & EXCR	
2/7/2020	Prepare Supplemental List with Board Additions		EXDR Finance	
2/11/2020	Discuss Budget Calendar and Process at Administrative Staff Meeting		EXDR Finance	
2/11/2020	Supplemental Request Review at Administrative Staff Meeting		EXDR Finance	
2/13/2020	Prepare line item five year trend data for all budget owners and distribute		EXDR Finance	
2/13/2020	Begin Program Evaluation & Campus Needs Assessment		Federal Program Staff	
2/14/2020	Release Formal Budget Instructions		EXDR Finance	
2/17/2020	Board Receives Log of all Supplemental Request w/administrative comment		EXDR Finance	
2/20/2020	Open Skyward Processes for Administrators to begin entry process		EXDR Finance	
2/28/2020	Prepare Student Enrollment Projections		EXDR Finance/EXDR Student	
3/9/2020	Agree on Enrollment Projections		Superintendent & EXDR	
3/9/2020	Complete template for 19-20 with agreed enrollment		EXDR Finance	
3/16/2020	Board returns supplemental request choices		Board Members	
3/25/2020	Campus/Department Budgets entry deadline		Staff/Budget Owners	
3/30/2020	All detailed information submitted for budget request		Staff/Budget Owners	
4/2/2020	Begin work on Salary Negotiations based on current salary		EXDR Finance	
4/15/2020	First draft of Salary Negotiations completed with existing staff		EXDR Finance	
4/15-24/2020	Administrative Budget Review Process		All Budget Owners	
4/23/2020	Initial Revenue Projections completed		EXDR Finance	
4/27/2020	Review Process with Administrators at Executive Cabinet		Superintendent & EXDR	
4/29/2020	Load Salary Negotiations to Prelim Budget with existing staff		EXDR Finance	
5/6/2020	Combine Prelim budget with salary negotiations		EXDR Finance	
5/7/2020	Send confirmations of Prelim from Skyward to all Budget Owners		EXDR Finance	
5/7/2020	Load detail line item budget in Board Book for Review		EXDR Finance	
5/11/2020	Board Work Session	5:30 PM	Board Members	
5/18/2020	Work up Salary Schedule Options		EXDR Finance	
6/4/2020	Campus Needs Assessments Complete		Administrators	
6/4/2020	Campus Budget impacts from needs assessment		Administrators	
6/5/2020	Complete Revised Template with year end PEIMS data		EXDR Finance	
6/8/2020	Administrative Budget Meeting		Superintendent and EXDR's	
6/8/2020	Called Board Budget Meeting	5:30 PM	Superintendent & Board	tenative if need
6/11/2020	Complete Options for Salary Schedules with impact		EXDR Finance	
6/15/2020	Board Regular Session and Budget Review with options	5:30 PM	Superintendent & Board	
6/15/2020	Approved Salary Hiring Schedules for 2019-2020	5:30 AM	Superintendent & Board	
6/22/2020	Campus/Department date for revisions based on needs assessment		Administrators	
7/27/2020	Receive certified values		EXDR Finance	
7/29/2020	Final Draft Presented to the Board and approve "proposed" tax rate	5:30 PM	Superintendent & EXDR Fin	
7/30/2020	Calculation of Rollback rate		EXDR Finance	
8/2/2020	Complete ad for public hearing to appear on 8/4/2019		EXDR Finance	
8/17/2020	Complete Budget Document delivered to Board Members and posted		EXDR Finance	
8/17/2020	Conduct public hearing as part of regularly scheduled meeting	5:30 PM	Superintendent & Board	
8/24/2020	Adopt Budget and Set Tax Rate for 2019-2020	5:30 PM	Superintendent & Board	
8/30/2020	Budget Allocations complete and funds available for staff use		EXDR Finance	