

**BEEVILLE INDEPENDENT SCHOOL DISTRICT
CALENDAR FOR DEVELOPMENT OF 2019-2020 BUDGET**

MONTH	ACTIVITY	RESPONSIBLE
January 2020	Review projected revenues for fiscal year; Life cycle replacement reviews; enrollment projections by campus.	Superintendent, CFO
February 2020	Meet with administrative staff and discuss budget process, calendar, and allocations. Organize District Budget Committee (Supt, CFO, Principals, Directors)	Superintendent, CFO, Asst. Superintendent
	Principals and Directors meet with staff to review budget procedures, Principals release of preliminary allocations and distribute budget forms and print-outs.	Principals, Directors, Adm. Staff
	Campus Site Base decision Committees meet to establish goals and allocate campus resources.	Principals
	Individual budgets developed and reviewed by grade chairpersons, and administrators. Submitted to Finance Office.	CFO, leaders, Principals, Directors, Administrators
March 2020	Preliminary campus and department printouts are completed and delivered from principals and Directors to Finance Office.	CFO
July 2020	Review salary and stipend modifications with recommendations presented.	Superintendent
	Next year salary increase plans presented to the Board of Trustees.	Superintendent
	Finalize all preliminary budget computations and prepare total district budget draft(s).	CFO
	Preliminary budget presented to the Board of Trustees.	CFO
July – August, 2020	Board of Trustees budget presentations and approval.	Superintendent, CFO
After adopted budget	The tax rate to fund the budget can be adopted	Superintendent CFO

The district budget must be prepared by August 31. In order for the budget to be adopted by the board of trustees, inclusive of amendments, the district budget must be prepared by August 20. The president of the board of trustees must call a public meeting of the board of trustees, giving ten days public notice in a newspaper, for the adoption of the district budget. Any taxpayer in the district may be present and participate in the meeting.