

# River Trails School District 26

## **2026-2027 Budget Timetable**

---

### **BUDGET PREPARATION CALENDAR - GENERAL**

<b>PREPARE TAX LEVY</b> – Finance Committee prepares tax levy	November, 2025
<b>CERTIFY TENTATIVE TAX LEVY</b> – Board certifies tentative tax levy	November 11, 2025
<b>TAX LEGAL NOTICE</b> – Publish legal notice in local newspaper	November 28, 2025
<b>PUBLIC HEARING AND ADOPT LEVY</b> – Board adopts levy	December 9, 2025
<b>FILE LEVY WITH COUNTY CLERK</b> – Final day to file levy with County Clerk	December 10, 2025
<b>REVIEW STUDENT FEES</b> – Historical and current student fee information will be reviewed with the Finance Committee and a proposal will be brought to the full Board of Education.	November, 2025
<b>PRELIMINARY BUDGET ASSUMPTIONS AND 5-YEAR PROJECTIONS</b> - The 2026-27 budget timetable and first look budget assumptions will be discussed with the Superintendent and Finance Committee.	Spring, 2026
<b>FACILITY PLAN REVIEW</b> - A review of the Five-Year Facility Plan with the Superintendent, Administration and Operations Committee. Meetings are scheduled as needed.	Spring, 2026
<b>STAFF PLAN REVIEW</b> - Superintendent reviews staffing plan and anticipated staff requirements for ensuing year.	January through August, 2026
<b>ADMINISTRATIVE BUDGET MEETING</b> - Budget process is discussed at Admin Council. Cabinet meets with each school on staffing, special ed, materials, facilities, scheduling, etc all together -- problem solve on how best to align resources to goals and strategic plan	January through March 2026
<b>BUDGET COMPIRATION</b> - The building principals and supervisors coordinate and implement the budget procedures as outlined in the procedure manual. Procedures involve conferences with staff, examination of past budgets, review of programs and materials necessary to provide these programs and, finally, the compilation of such material.	February through April, 2026
<b>BUDGET REQUEST SUBMITTALS</b> - Budget requests will be submitted to the Business Office for review and compilation. Procedure may require consultation with principals and supervisors for further budget request clarification.	March 30, 2026
<b>COMPIRATION BY BUSINESS OFFICE</b> - The Business Office completes compilation of building requests, salaries and other requests and data necessary for producing a preliminary draft of the budget.	March through May, 2026
<b>PROCESSING OF BIDDING DOCUMENTS</b> - The process will include specification development, bid solicitation, bid assessment, bid awarding and procurement initiation.	January through April, 2026
<b>FINANCE COMMITTEE REVIEW OF PRELIMINARY BUDGET</b> - The Finance Committee will review the preliminary budget draft providing input and direction to the Administration.	May, 2026
<b>BOARD REVIEW OF PRELIMINARY BUDGET</b> - The Board of Education will review the preliminary budget draft providing input and direction to the Administration.	June, 2026
<b>PREPARATION OF PROJECTIONS</b> - The Business Office assembles the data necessary for extending projections.	May and June, 2026

**BUDGET PREPARATION CALENDAR – GENERAL**

<b>REVIEW OF PROJECTIONS</b> - The preliminary draft of projection analysis assessed and reviewed with the Superintendent and Finance Committee.	June, 2026
<b>DISTRIBUTION OF PROJECTION ANALYSIS</b> - The projection analysis is distributed to the Board of Education.	June, 2026
<b>SUBMITTAL OF PO'S TO BUSINESS OFFICE</b> - The Business Office will work with building administrators and supervisors to determine those items that will be requested via the purchase order route. Such items will be submitted to the Business Office on a district purchase order for spring and summer purchasing.	May through July, 2026
<b>REVIEW OF PO'S BY BUSINESS OFFICE</b> - This process will involve a thorough review to determine those items that might be consolidated for ordering purposes. The process will also include an assessment of product pricing, vendor proximity, product availability, delivery scheduling, shipping charges, budget allotment, etc.	May through July, 2026
<b>RESOLUTION FOR DISPLAY &amp; HEARING</b> - Pursuant to Illinois School Code the Board of Education must pass a resolution authorizing the placement of the tentative budget on public display at least 30 days prior to final adoption of the budget.	July, 2026
<b>ADVERTISEMENT OF DISPLAY &amp; HEARING</b> - The Board Secretary shall cause the Notice of Budget Display & Hearing to be published in the appropriate newspapers.	July, 2026
<b>BUDGET DISPLAY</b> - Two copies of the preliminary draft will be on file in the office of the Superintendent and it will be posted on the website.	July through August, 2026
<b>BUDGET HEARING</b> - The Board of Education will hold a public hearing on the proposed budget. After the hearing, the Board of Education may adopt the budget as presented at the hearing. If the board wishes to delay the adoption until the next regular meeting, then the following step will be observed.	September, 2026
<b>BUDGET ADOPTION</b> - The Board of Education will pass a resolution adopting the 2026-27 Fiscal Budget.	September, 2026