



UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

TOPIC: Budget Calendar for 2018-2019

SUBMITTED BY: Laida P. Benavides, CPA **OF:** Division of Finance

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: December 20, 2017

Informational Item:

The presented calendar allows for the development of Budget 2018-2019 with input from campus/district site-based committees and the Board of Trustees.

UNITED INDEPENDENT SCHOOL DISTRICT

Budget 2018-19 Calendar

TIMELINE	ACTIVITY/PROCESS
September 2017	Approved 2017-2018 operating budget for General Operating, Food Service, and Debt Service funds implemented.
Oct. 2017-Feb. 2018	Start administrative budget committees. Develop Budget Calendar. Review topics to address for budget building process. Review 2017-18 information-enrollment, class sizes, budget issues, etc. Enrollment projection study reviewed. Boundary changes proposals reviewed. Staffing guidelines revised, if necessary.
December 12, 2017	Present Budget 2019 Calendar to Board.
January 16, 2018	Board budget workshop-Board Initiatives, projected enrollments, and budget issues.
January 31, 2018	Controlled Budget Management process in effect for campuses.
Dec. 2017-March 2018	Board approves new boundaries, if necessary. (Regular Board meeting)
February 13, 2018	Board budget workshop-Review Board Initiatives, projected enrollments, and new programs.
March 20, 2018	Board Budget Workshop: Discuss board initiatives and proposed boundary changes.
April 10, 2018	Board Budget Workshop (tentative)
May 8, 2018	Board Budget Workshop (tentative)
June 2018	Final "draft" budget document delivered to Board of Trustees for review.
June 15, 2018	Controlled Budget Management process in effect for departments.
June - July 2018	U.I.S.D. Board of Trustees budget workshops; campus and department budgets will be reviewed along with prioritized programs and projects as determined by the Board, Superintendent, Associate and Assistant Superintendents.
July 2018	72 hour notice of July Board meeting; the certification of anticipated collection rate by tax assessor/collector at regular July Board meeting; appointment of individual to calculate and publish United I.S.D.'s effective tax rate. Announce date, time, and place of public meeting to discuss proposed budget and proposed tax rate.
July 25, 2018	Deadline for Chief Appraiser to certify appraisal rolls to the taxing units.
Early Aug. 2018	Publish ten day notice of public hearing stating the purpose of the meeting is to discuss the proposed budget and proposed tax rate for the 2018-2019 fiscal year.
August 2018	Public hearings on proposed 2018-2019 tax rate and proposed budget. A quorum must be present for public hearing on proposed tax rate. Final 2018-2019 budget approved at the regularly scheduled Board of Trustees meeting. Certified property values approved at regularly scheduled Board of Trustees meeting. Final 2018-2019 tax rate approved at the regularly scheduled Board of Trustees meeting.
September 1, 2018	Approved 2018-2019 operating budget for General Operating, Food Service, and Debt Service funds implemented.