



**PROSPECT HEIGHTS DISTRICT 23
BOARD OF EDUCATION
INFORMATION ITEM**

Date: October 12, 2023
Title: 2024-25 Budget Calendar
Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

DATE RANGE	BUDGET PROCESS
10/12/2023	Board Approves the 2024-25 Budget Calendar
11/9/2023	Board Approves the 2023 Tentative Property Tax Levy
12/14/2023	Board Holds Public Hearing on the 2023 Property Tax Levy
	Board Approves the 2023 Property Tax Levy
01/11/2024	Resolution to Authorize Appointment of Individual to Prepare Budget
01/01 - 02/15/2024	Administration Develops Preliminary Financial Guidelines & Assumptions
02/27/2023	2024-25 Preliminary Financial Guidelines and Assumptions are Presented to Finance Committee
03/14/2024	Board Approves the 2024-25 Preliminary Financial Guidelines & Assumptions
03/15 - 04/30/2024	Building Principals and Program Administrators Develop Tentative Budgets
04/15 - 05/30/2024	Budget Meetings with Building Principals & Program Administrators
05/01 - 06/30/2024	Business Office Assembles the 2024-25 Tentative Budget
06/30/2024	Finance Committee to Receive Tentative Budget
07/15 - 08/01/2024	Business Office Prepares the Final Budget
08/08/2024	Board Approves the 2024-25 Tentative Budget and Sets the Date for Public Hearing on Final Budget
	Board Secretary Places the 2024-25 Tentative Budget on Public Display
09/12/2024	Board Holds Public Hearing on the 2024-25 Final Budget
	Board Approves the 2024-25 Final Budget