

# FY2025 Budget Planning Timeline for Operating Fund Budgets

Includes General Operating, Food Nutrition Service, Community Service, and Capital

	Date	Who	Outcome	Document	
	Grey shading denotes FAC		Orange shading denotes School Board ( <b>Bold</b> = school board budget-related action)		
D a t a  G a t h e r i n g	September/October 2023	Budget Managers	1. Understand the budget timeline and process 2. Consider budget needs in relationship to strategic plan	(A) Budget Timeline	
	September 20, 2023	Finance Advisory Committee	1. Overview of plan/expectations 2. Understand Budget Timeline 3. Discuss expenditure analysis process	(A) Budget Timeline (C) FY2024 Budget Book (H) Spring 2023 FAC Report	
	<b>September 26, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve preliminary Pay 2024 levy</b>	<b>(B) Levy summary</b>	
	October 25, 2023	Finance Advisory Committee	Begin revenue analysis	(D) Enrollment projections	
	November 2023	Business Office	Begin FY2024 Mid-Year budget review		
	November 15, 2023	Finance Advisory Committee	Begin expenditure analysis		
	November 28, 2023	 School Board Regular Meeting	Preview FY2023 Year-End Audit Results		
	December 6, 2023	Finance Advisory Committee	1. Revisit FY2025 enrollment projections 2. FY2025 Fund Balance assumptions 3. FY2025 other assumptions		
	<b>December 12, 2023</b>	<b>School Board Regular Meeting</b>	<b>Tax Hearing</b> <b>Approve final Pay 2024 levy</b> <b>Approve FY2023 Audit Results</b>	<b>(B) Levy Summary</b>	
P r e p a r a t i o n	Jan - June 2024	Budget Managers	Review budget based on legislative changes and strategic plan review; adjustment as necessary.		
	January 23, 2023	School Board Regular Meeting	Update regarding budget process	(A) Budget Timeline (D) Enrollment Projections	
	January 24, 2024	Finance Advisory Committee	1. Review final budget assumptions 2. Begin draft of Spring 2024 FAC Report		
	February 2024	Budget Managers	All FY2025 Operating and Capital fund budget requests due to Business Office		
	February 13, 2024	School Board Regular Meeting	Update regarding budget process (timeline, budget adjustments, restricted use of public funds)	(A) Budget Timeline	
	February 21, 2024	Finance Advisory Committee	Prepare School Board presentation	(H) Spring 2024 FAC Report	
	February 27, 2024	School Board Regular Meeting	FAC Presentation and update regarding FY2025 budget process	(A) Budget Timeline Spring 2024 FAC Report (H)	
A p p r o v a l	<b>March 12, 2023</b>	<b>School Board Regular Meeting</b>	<b>Approve FY2025 General Fund budget parameters</b>	<b>(A) Budget Timeline</b>	
	March 27, 2024	Finance Advisory Committee	Wrap up meeting		
	April 11, 2023	School Board Regular Meeting	Review FY2023 Mid Year Budget Update	(E) Fund Balance Summary	
	<b>April 23, 2024</b>	<b>School Board Regular Meeting</b>	<b>Approve FY2024 Spring Budget Update</b> <b>Approve FY2025 Operating Capital Budget</b>	<b>(F) Capital Related Funds Budget</b>	
	May 2024	MN Legislative Session Adjourns			
	June 11, 2024	School Board Study Session	Review final FY2025 Budgets for all funds; prepare to take action at June 25 regular meeting	(E) Fund Balance Summary	
	<b>June 25, 2024</b>	<b>School Board Regular Meeting</b>	<b>Approve final FY2025 budget for all funds</b>	<b>(C) FY2025 Budget Book</b>	
C l o s e	June 2024	Budget Managers	Debrief on FY2025 budget planning process		
	July 2024	Business Services	Prepare for FY2024 Audit		