

School District of Tomahawk

Finance (DRAFT)

2014-2015 Calendar of Work

10/2014

Month	Agenda Items
July	Review Financial Report Approve Invoices for Payment Finalize Budget Development for next fiscal year Review Revenue Limits
August	Review Financial Report Approve Invoices for Payment Review Aid Payments received – equalization aid, computer exemption aid Finalize Proposed Budget (for presentation and publication) Review school census report and transportation report Revenue Limits
September	Review Financial Report Approve Invoices for Payment Review pupil count information (if available) Review revenue limits, make necessary changes if necessary Review Annual Report before filing Review working cash reserves requirements via Arbitrage Computation Worksheet <ul style="list-style-type: none">• Set tentative working cash reserve requirement for next fiscal year Annual Meeting
October	Review Financial Report Approve Invoices for Payment Review and update Five Year Budget detail report Review Annual Report as filed Review State Tuition claims, if any Review the Final Levy and Indirect cost adjustment reports Request for a meeting the last Tuesday of the Month to Certify Levy Look at the October 15 th Aide Certification Budget Amendments Review Tax Apportionment Values if available (DOR/DPI) Review Tax Levy Invoices prior to delivery by Board Clerk to Municipalities Review General State Aid Payment Amounts
November	Review Financial Report Approve Invoices for Payment Review Budget

<p>December</p>	<p>Review Financial Report Approve Invoices for Payment Review Budget Report and Special Education Budget Report Look at Annual Report before it is sent in Audited Financial Statements</p> <p><u>Next Fiscal Year</u> Discuss projected personnel costs for next fiscal year from current salary agreements or schedules Discuss Revenue trends for next fiscal year budget Set budget parameters for next fiscal year (anticipated growth, increase, decrease) Develop Enrollment Trends for next year Look at Changing District Dynamics Review the Impact of Negotiations Discuss Budget Goals and Priorities</p>
<p>January</p>	<p>Review Financial Report Approve Invoices for Payment Finalize 15-16 Budget Goals and Priorities Review CPI, non-capital, and capital projects Develop Enrollment Projections for next year Develop Preliminary Revenue Limit Calculation Review Staff Needs for next year (Preliminary Non-Renewal Deadline is April 30th / Deadline is May 15th) Review Fee Structures Develop Preliminary Revenues and expenditures (estimates in categorical aids, fees and other local revenues) Discuss Bottom Line Picture of New Year General Fund Budget Discuss/change Substitute teacher/support staff wages</p>
<p>February</p>	<p>Review Financial Report Approve Invoices for Payment Look at what we need for cash reserve (could go as late as March) Oversee and review tentative budget requests excluding wages and fringe benefits (100, 200) including cost and funding source Coordinate or oversee budget development (may include):</p> <ul style="list-style-type: none"> • Maintenance • Special Ed. • Substitutes (increase or decrease pay) • Entitlement Grants (Title I, 2a, Flow Thru, Early Childhood, SAGE)
<p>March</p>	<p>Review Financial Report Approve Invoices for Payment Continue Review of Budget Requests Review Needed Working Cash (capital) Reserves Review Any and All Current and Proposed Contracts for Services (cost and funding source) Revisit Personnel Needs Develop the budget (projecting needs and costs for next fiscal year; refer to January)</p>

April	<p>Review Financial Report Approve Invoices for Payment Open enrollment revenue/cost estimates to budget after BOE votes on Applications <i>Priorities for budget with '1' being the highest and '5' being the lowest priority</i> Start final budget compilation <i>Tentative fees for next fiscal year</i> <i>Health insurance costs review</i></p>
May	<p>Review Financial Report Approve Invoices for Payment Continued review of the next year's budget in preparation for annual meeting timeline, and finalization. <i>Discuss working cash reserve and re-set if needed for next fiscal year</i> <i>Review OPEB reserve funding</i> <i>Review Open Enrollment cost estimates/revenues</i> <i>Review Membership audit and impact on budget revenues (if required, not an annual audit)</i></p>
June	<p>Review Financial Report Approve Invoices for Payment <i>Discuss next fiscal year working budget to be used prior to final proposed budget adoption</i> <i>Review Outstanding Aids and Other Payments Due the District</i> <i>Discuss Requested Encumbrances</i></p>

This document is for planning purposes. Items may be added, deleted, or moved on the calendar over the course of the year. As a result, please consult the monthly committee agenda posting for the most accurate information regarding agenda items.