



UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

TOPIC: _____ Budget 2012 Update _____

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

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: _____ October 20, 2010 _____

Informational Item:

- Budget 2012 Calendar
- Strategic Budget Committee

UNITED INDEPENDENT SCHOOL DISTRICT

Budget 2012 Calendar

TIMELINE	ACTIVITY/PROCESS
September 2010	Approved 2010-2011 operating budget for General Operating, Food Service, and Debt Service funds implemented.
Septemberr 2010	Start administrative budget committees. Develop Budget Calendar. Review topics to address for budget building process. Review 2010-11 information-enrollment, class sizes, budget issues, etc.
Oct.-Dec. 2010	Enrollment projection study reviewed. Boundary changes proposals reviewed. Staffing guidelines revised, if necessary. Review of department staffing guidelines with management team; effect on budget. Budget input from Administrators <ul style="list-style-type: none"> - Discuss and obtain management team budget input and suggested formula changes - Discuss and obtain campus administrators budget input and suggested formula changes - Review capital asset planning with appropriate departments
December 7, 2010	Board Strategic Workshop
January 2011	Student projections per campus established. Review enrollments/boundaries. Receive state values from State Comptroller's office. Prepare Campus/Dept. Budget Training manuals. 82nd Legislative session begins.
January 11, 2011	Board budget workshop-Board Initiatives, projected enrollments, and budget issues.
Early February 2011	- Meeting with Webb County Appraisal District staff/attorneys on Comptroller Value Study, if necessary
Mid-February 2011	Staffing meetings with campuses and Human Resources Department to determine staffing needs for new school year 2011-12.
February 8, 2011	Board budget workshop-Review Board Initiatives, projected enrollments, and proposed boundary changes, if necessary.
2/21/11-2/25/11	Conduct budget workshops for campuses/departments. Review budget instructions manual and provide instructions for completing required forms.
Februarv 28. 2011	Controlled Budget Management process in effect for campuses.
March 1st-April 2011	Individual campus meetings with Finance Division staff to assist in the completion of required budget documents. All meetings scheduled through the Budget Manager or Budget Accountant.
March 8, 2011	Board Budget Workshop: Discuss board initiatives and proposed boundary changes
March 23, 2011	Board approves new boundaries, if necessary. (Regular Board meeting)
April 12, 2011	Board Budget Workshop (tentative) 2010-11 Mid Year Program Review Board review 2011-12 projected staffing needs; campus needs and non-campus needs. Review projected local/state revenue for 2011-12.

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Budget 2012 Calendar

TIMELINE	ACTIVITY/PROCESS
May 6, 2011	Deadline for budget worksheet submission to immediate supervisor.
May 10, 2011	Board Budget Workshop (tentative)
May 13, 2011	All budgets need to be turned in to the Finance Department.
End-May 2011	Meeting with the Superintendent and management team to review campus and non-campus budgets and prioritize desired programs and projects for 2011-2012. Individual and department budget worksheets are loaded into the District's Budget Preparation Module and balanced to allocated appropriations; initial draft presented to Superintendent for review in late May 2011.
June 2011	Final "draft" budget document delivered to Board of Trustees for review.
June 17, 2011	Controlled Budget Management process in effect for departments.
June - July 2011	U.I.S.D. Board of Trustees budget workshop; campus and department budgets will be reviewed along with prioritized programs and projects as determined by the Superintendent, Associate and Assistant Superintendents; prioritized projects will include recommended salary adjustments for teachers, paraprofessionals, manual trades, and administrative staff.
June - July 2011	Board budget workshops to be held as determined by the Superintendent and Board of Trustees.
July 2011	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, 2011	Deadline for Chief Appraiser to certify appraisal rolls to the taxing units.
Early Aug. 2011	Publish notice of public hearing. A ten day notice of public hearing will be posted stating that the purpose of the meeting is to discuss the proposed budget and proposed tax rate for the 2011-2012 fiscal year. Post 72 hour notice of public hearings to be held on or before the regular August board meeting on the proposed tax rate and proposed 2011-2012 budget.
August 2011	Public hearings on proposed 2011-2012 tax rate and proposed budget. A quorum must be present for public hearing on proposed tax rate. Final 2011-2012 budget approved at the regularly scheduled Board of Trustees meeting. Certified property values approved at regularly scheduled Board of Trustees meeting. Final 2011-2012 tax rate approved at the regularly scheduled Board of Trustees meeting.
September 1, 2011	Approved 2011-2012 operating budget for General Operating, Food Service, and Debt Service funds implemented.