



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: January 11, 2016

AGENDA ITEM: 2016-2017 Budget Development Calendar

PRESENTER: Earl Husfeld

ALIGNS TO BOARD GOAL(S): Financial/Facilities – The District shall exhibit excellence in financial and facility planning, management, and stewardship.

BACKGROUND INFORMATION:

- Per Section 44.002 of the Texas Education Code, “the Superintendent shall prepare, or cause to be prepared, a proposed budget covering all estimated revenue and proposed expenditures of the District for the following fiscal year.
- The budget must be prepared according to generally accepted accounting principles, rules adopted by the State Board of Education, and adopted policies of the Board of Trustees.
- Budgets for the General Fund, the Child Nutrition Fund, and the Debt Service Fund must be included in the official district budget and must be adopted by August 31st.

ADMINISTRATIVE CONSIDERATIONS:

- A Budget Development Calendar has been created to illustrate the steps involved in the budget development process and to ensure timely adoption of the 2016-2017 budget.
- Minor revisions may need to be made to the Budget Development Calendar to address issues that may arise as the 2016-2017 budget process develops over the ensuing months.

FISCAL NOTE:

None

ADMINISTRATIVE RECOMMENDATION:

None – Informational Report



ALED0 INDEPENDENT SCHOOL DISTRICT 2016-2017 BUDGET DEVELOPMENT CALENDAR



Date	Action	Performed By
Phase 1 - District Planning and Needs Assessment		
September 2015 - May 2016	Monitor Student Average Daily Attendance (ADA) at the End of Each Six Week Period. Monitor Ad Valorem Tax Collection Percentage at Each Month End.	Chief Financial Officer (CFO)
January 2016	Present 2016-2017 Budget Development Calendar to Superintendent for Comments and/or Changes	Superintendent and CFO
January 2016	Discuss with Principals Student Enrollment and Campus Staffing Projections	Deputy Superintendent
January 11, 2016	Present Budget Development Calendar/Process to School Board	Superintendent and CFO
January 20, 2016	Present Budget Development Calendar/Process to Administrative Staff	Superintendent and CFO
February 2016	Refine/Finalize Student Enrollment and Campus Staffing Projections	Deputy Superintendent
February 2016	Departments Submit Additional Staffing Requests, if any	Directors and Executive Directors
February 2016	Meetings with Principals, Directors, Executive Directors, and Others to Discuss Budget Instructions/Budget Worksheets	CFO
March 2, 2016	Finalized Staffing Projections/Requests Due to Business Office	Deputy Superintendent and CFO
Phase 2 - Campus/Department Planning and Needs Assessments		
March 21, 2016	Regular Board Meeting - Budget Update - Present Additional Staffing Requests, if any, to Board of Trustees	Board of Trustees, Superintendent, Deputy Superintendent, and CFO
April 15-25, 2016	Receive Chapter 41 Preliminary Notification Announcement	Texas Education Agency
April 18, 2016	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
May 1-15, 2016	Preliminary Property Tax Roll Valuations Received	Parker County Appraisal District and Tarrant Appraisal District
May 13, 2016	Due Date for Requested Budgets to be Entered into TxEIS	Principals, Directors, Executive Directors, and Others
Phase 3 - Near Final District Planning		
May 15-16, 2016	Update Revenue Projections Based on Preliminary Property Tax Roll Valuations Received	CFO
May 16-31, 2016	Administrative Review of Campus/Department Requested Budgets	Superintendent and CFO
May 16, 2016	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO



ALED0 INDEPENDENT SCHOOL DISTRICT 2016-2017 BUDGET DEVELOPMENT CALENDAR



Date	Action	Performed By
June 3-24, 2016	Receive Student Average Daily Attendance (ADA) numbers for 2015-2016 school year	PEIMS Office
June 20, 2016	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
June 25-30, 2016	Update Revenue Projections and Their Effect on Budget and Any Other Budget Changes	CFO
Phase 4 - Finalized District Planning and Decisions		
July 15-25, 2016	Receive Chapter 41 Official Notification Announcement	Texas Education Agency
July 18, 2016	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
July 25, 2016	Certified Property Tax Roll Valuations Received	Parker County Appraisal District and Tarrant Appraisal District
July 26-31, 2016	Calculate Effective Tax Rate, Finalize Revenue Projections, and Their Effect on Budget and Any Other Budget Changes	Parker County Appraisal District, Tarrant Appraisal District, CFO, and Superintendent's Cabinet
August 8, 2016	Budget Workshop	Board of Trustees, Superintendent, and CFO
August 15, 2016	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
August 19, 2016	Publish in Newspaper Notice of Public Meeting to Discuss 2016-2017 District Budget and Proposed Tax Rate (Published 10 to 30 days before public meeting.)	CFO
August 29, 2016	Called Board Meeting; Official Public Meeting on Budget and Proposed Tax Rate; Board Meeting to Adopt the Budget	Board of Trustees, Superintendent, and CFO
August 29, 2016	Called Board Meeting; Official Public Meeting of School Board to Set Tax Rate; Board Meeting to Adopt Tax Rate	Board of Trustees, Superintendent, and CFO