



UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

TOPIC: Budget Calendar for 2016-2017

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

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: November 18, 2015

Informational Item:

The presented calendar allows for the development of Budget 2016-2017 with input from campus/district site-based committees and the Board of Trustees.

UNITED INDEPENDENT SCHOOL DISTRICT

Budget 2017 Calendar

TIMELINE	ACTIVITY/PROCESS
September 2015	Approved 2015-2016 operating budget for General Operating, Food Service, and Debt Service funds implemented.
Oct. 2015-Jan. 2016	Start administrative budget committees. Develop Budget Calendar. Review topics to address for budget building process. Review 2015-16 information-enrollment, class sizes, budget issues, etc. Enrollment projection study reviewed. Boundary changes proposals reviewed. Staffing guidelines revised, if necessary.
November 10, 2015	Present Budget 2017 Calendar to Board.
December 8, 2015	Board budget workshop-Board Initiatives and other budget issues.
January 12, 2016	Board budget workshop-Board Initiatives, projected enrollments, and budget issues.
January 31, 2016	Controlled Budget Management process in effect for campuses.
February 9, 2016	Board budget workshop-Review Board Initiatives, projected enrollments, and proposed boundary changes, if necessary.
March 15, 2016	Board Budget Workshop: Discuss board initiatives and proposed boundary changes.
March 23, 2016	Board approves new boundaries, if necessary. (Regular Board meeting)
April 12, 2016	Board Budget Workshop (tentative)
May 10, 2016	Board Budget Workshop (tentative)
June 2016	Final "draft" budget document delivered to Board of Trustees for review.
June 16, 2016	Controlled Budget Management process in effect for departments.
June - July 2016	U.I.S.D. Board of Trustees budget workshops; campus and department budgets will be reviewed along with prioritized programs and projects as determined by the Board, Superintendent, Associate and Assistant Superintendents.
July 2016	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, 2016	Deadline for Chief Appraiser to certify appraisal rolls to the taxing units.
Early Aug. 2016	Publish ten day notice of public hearing stating the purpose of the meeting is to discuss the proposed budget and proposed tax rate for the 2016-2017 fiscal year.
August 2016	Public hearings on proposed 2016-2017 tax rate and proposed budget. A quorum must be present for public hearing on proposed tax rate. Final 2016-2017 budget approved at the regularly scheduled Board of Trustees meeting. Certified property values approved at regularly scheduled Board of Trustees meeting. Final 2016-2017 tax rate approved at the regularly scheduled Board of Trustees meeting.
September 1, 2016	Approved 2016-2017 operating budget for General Operating, Food Service, and Debt Service funds implemented.