



**BRACKETT ISD**  
**BUDGET ADOPTION CALENDAR**  
**FY 2026-27**

ACTIVITY/ACTION		ACTION/ RESPONSIBILITY BY	TARGET *DATE 2026
1	Present overview of Budget preparation to principals & directors	Superintendent & Director- Business & Finance	1/20
2	Meet with Principals & Directors regarding enrollment projections, staffing needs, allocations, budget guidelines & process	Superintendent & Director- Business & Finance	1/27
3	Submit budget request from campus/departments to Superintendent for review	Principals & Directors	2/27
4	Review budget request from campus/departments and submit to Director- Business & Finance	Superintendent	3/6
5	Enter budget requests into ASCENDER; print proposed budgets by campus, department	Director- Business & Finance	3/12
6	Review preliminary budget with principals & directors	Superintendent & Director- Business & Finance	3/24
7	Purchase Order Cutoff date for 2025-26 - General Fund ONLY	Superintendent & Director- Business & Finance	4/2
8	Provide preliminary appraisal roll of the district's taxable value-date by statute	Chief Appraiser	4/30
9	<b>Special Called Meeting #1</b> - Canvassing of May 2nd election	School Board	5/7
10	Hold budget <b>Workshop #1</b> - presentation on school budgets; review preliminary expenditures including special projects and discuss compensation plan; present/review revenue projections and preliminary values, establish Board Priorities	School Board Superintendent Director- Business & Finance	5/7
11	Review proposed budget with principals & directors for possible updates	Superintendent & Director- Business & Finance	5/12
12	<b>Special Called Meeting #2</b> - Adopt employee compensation plan for next year.	School Board	5/14
13	Call Public Hearing on Proposed Budget & Tax Rate (separate agenda item)	School Board	5/14
14	Hold budget <b>Workshop #2</b> - Review Proposed Budget in order to post it on the BISD webpage by 06/04/2026	School Board Superintendent Director- Business & Finance	5/21
15	Publish Notice of Public Hearing to Discuss Budget & Proposed Tax Rate ( <i>at least 10 days but not more than 30 days before date of hearing</i> ) based on preliminary values.	Director- Business & Finance	6/4
16	Conduct <b>Public Hearing</b> on next year's proposed Budget & Tax Rate	School Board	6/15
17	<b>Regular Meeting</b> - Adopt Budget for next fiscal year at a Board Meeting (statute-by June 30th) using <u>preliminary values and proposed tax rate</u> .	School Board	6/15
18	Post Adopted Budget on BISD website by	Director- Business & Finance	6/30
19	Implement new approved budget, effective 07/01	Director- Business & Finance	7/1
20	Prepare and Certify appraisal roll of the district's taxable value-date by statute	Chief Appraiser	7/25



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21	Receive Maximum Compressed Rate (MCR) from TEA - based on taxable property values and local exemption amounts-date by statute	Texas Education Agency (TEA)	8/5
22	Submit total appraised value, total assessed value, and total taxable value of property in the district to the school board (8/1 or soon thereafter)	Chief Appraiser & Director- Business & Finance	8/10
23	<i>Present truth in taxation tax rates to School Board (around 8/7). Call public Hearing on Proposed Budget &amp; Tax Rate (separate agenda item) ONLY if proposed rate exceeds the original proposed rate or the VATR based on CERTIFIED appraisal roll.</i>	Director- Business & Finance	8/10
24	Publish Notice of Public Hearing to Discuss Budget & Proposed Tax Rate (at least 10 days but not more than 30 days before date of hearing) <i>ONLY if proposed rate exceeds the original proposed rate or the VATR based on CERTIFIED appraisal roll.</i>	Director- Business & Finance	8/20
25	Conduct Public Hearing on next year's proposed Budget & Tax Rate <i>ONLY if proposed rate exceeds the original proposed rate or the VATR based on CERTIFIED appraisal roll.</i>	School Board	9/14
26	Adopt Tax Rate for next fiscal year at a Board Meeting by resolution	School Board	9/14
27	Call for appending the forms used to calculate the TAX RATES to the adopted budget.	School Board	9/14
28	Submit Adopted Tax Rate Resolution to Chief Appraiser for calculation of Tax levy for new year	Director- Business & Finance	9/15
29	Collect Taxes for the new year beginning today	Chief Appraiser	10/1
30	The Assessor (Chief Appraiser) will calculate the district's tax roll and submit it for approval to the Board	Chief Appraiser	10/5
31	Consider Budget Amendment for 2026-27 Budget to align for Snapshot date, (using <i>certified values , adopted tax rate and new legislative mandates</i> )	School Board Superintendent Director- Business & Finance	10/12
32	Post Adopted Budget AND tax rate information on BISD website and KCAD website	Chief Appraiser & Director- Business & Finance	10/15

\*Per Tax Code Sec. 1.06 if a date falls on a weekend, the deadline is extended to the following Monday