



ALEDO ISD BOARD MEETING TEMPLATE

MEETING DATE: April 20, 2020

AGENDA ITEM: 2020-2021 Budget Update

PRESENTER: Earl Husfeld, Chief Financial Officer

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 31.
- As noted in the March 2020 monthly financial reports for the 2019-2020 fiscal year, revenues to date are generally meeting budget projections. Expenditures to date are also meeting budget projections.
- The District’s 2020-2021 budget development process is progressing on schedule. A copy of the 2020-2021 Budget Development Process and Calendar is included for your review.
- Since minimal additional budget development data has become available since the February 24 staffing/budget workshop, this evening we will discuss potential impacts the COVID-19 pandemic may have on the 2020-2021 budget and timelines for future budget data availability.

FISCAL INFORMATION:

None - Informational Report

ATTACHMENTS:

2020-2021 Budget Development Process and Calendar

ADMINISTRATIVE RECOMMENDATION:

None - Informational Report



ALEDO INDEPENDENT SCHOOL DISTRICT
2020-2021 BUDGET DEVELOPMENT PROCESS AND CALENDAR



Date	Action	Performed By
Phase 1 - District Planning and Needs Assessment		
September 2019 - May 2020	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 - February 2020	Discuss with Principals Student Enrollment and Campus Staffing Projections and Department Staffing with Directors, etc.	Deputy Superintendent and Executive Director of HR
January 21, 2020	Present Budget Development Calendar/Process to School Board	Superintendent and CFO
January 23, 2020	Present Budget Development Calendar/Process to Administrative Staff	CFO
February 2020	Refine/Finalize Student Enrollment and Campus Staffing Projections	Deputy Superintendent and Executive Director of HR
February 2020	Meetings with Principals, Directors, Executive Directors, and Others to Discuss Budget Instructions/Budget Worksheets	CFO
February 2020	Departments Finalize Additional Staffing Requests	Directors and Executive Directors
February 24, 2020	Staffing/Budget Workshop	Board of Trustees, Superintendent, Deputy Superintendent, Executive Director of HR, and CFO
Phase 2 - Campus/Department Planning and Needs Assessments		
March 23, 2020	Regular Board Meeting - Present Additional Staffing Requests to Board of Trustees	Board of Trustees, Superintendent, Deputy Superintendent, and CFO
April 15-25, 2020	Receive Chapter 49 Preliminary Notification Announcement	Texas Education Agency
April 20, 2020	Regular Board Meeting	Board of Trustees and Superintendent
May 1-15, 2020	Preliminary Property Tax Roll Valuations Received	Parker County Appraisal District and Tarrant Appraisal District
May 18, 2020	Regular Board Meeting	Board of Trustees and Superintendent
Phase 3 - Near Final District Planning		
May 22-31, 2020	Update Revenue Projections Based on Preliminary Property Tax Roll Valuations Received	CFO
June 5, 2020	Due Date for Requested Budgets to be Entered into TxEIS	Principals, Directors, Executive Directors, and Others
June 5-18, 2020	Receive Student Average Daily Attendance (ADA) numbers for 2019-2020 school year	PEIMS Office
June 8, 2020	Regular Board Meeting	Board of Trustees and Superintendent
June 11, 2020	Staffing/Budget Workshop	Board of Trustees, Superintendent, Deputy Superintendent, Executive Director of HR, and CFO



**ALEDO INDEPENDENT SCHOOL DISTRICT
2020-2021 BUDGET DEVELOPMENT PROCESS AND CALENDAR**



Date	Action	Performed By
June 18-30, 2020	Update Revenue Projections and Their Effect on Budget and Any Other Budget Changes	CFO
Phase 4 - Finalized District Planning and Decisions		
July 15-25, 2020	Receive Chapter 49 Official Notification Announcement	Texas Education Agency
July 20, 2020	Regular Board Meeting	Board of Trustees and Superintendent
July 25, 2020	Certified Property Tax Roll Valuations Received	Parker County Appraisal District and Tarrant Appraisal District
July 26-31, 2020	Calculate Effective Tax Rate, Finalize Revenue Projections, and Their Effect on Budget and Any Other Budget Changes	Parker County Appraisal District, Tarrant Appraisal District, and CFO
August 10, 2020	Budget Workshop - Budget Update	Board of Trustees, Superintendent, and CFO
August 14, 2020	Publish in Newspaper Notice of Public Meeting to Discuss 2020-2021 District Budget and Proposed Tax Rate (Published 10 to 30 days before public meeting.)	CFO
August 17, 2020	Regular Board Meeting - Budget Update	Board of Trustees, Superintendent, and CFO
August 24, 2020	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 24, 2020	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