

**ROBSTOWN INDEPENDENT SCHOOL DISTRICT
AGENDA ACTION SHEET**

Date: January 19, 2021

Subject: Discuss and Consider Approval of 2021-2022 Budget Calendar

Administrator Responsible: Nina Conway

Position: Chief Financial Officer

A. Purpose of Agenda Item:

Information Only Action Needed

B. Authority for this Action:

Local Policy _____ Law or Rule _____

C. Strategic Objective, Goal, or Need Addressed:

The development of the annual budget is an important process that helps to ensure fiscal solvency and the achievement of the District's educational goals. The process begins early so that timely decisions can be made to adjust existing programs and to evaluate new expenditure proposals for possible inclusion in the adopted budget.

D. Summary:

The school budget calendar process involves many different individuals and entities across several levels of government. The budget and accompanying process provides school districts and their leaders with an opportunity to justify the collection and expenditure of public funds. School budget resources come from a combination of local, state and federal contributions.

E. Alternatives Considered:

F. Comments Received:

G. Administrative Recommendation:

H. Fiscal Impact and Cost:

I. Monitoring and Reporting Time Line:

Budget Calendar 2021-2022

IMPORTANT DATES

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
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28						

MARCH

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APRIL

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MAY

SUN	MON	TUE	WED	THU	FRI	SAT
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JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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19	20	21	22	23	24	25
26	27	28	29	30	31	

January 11

Board approval of 2021-2022 Budget Calendar

Week of February 8th

Budget Worksheets Distributed to Campuses and Departments

March 5

Department Budgets Due in Business Office

March 12

Personnel Request Due in the Deputy Superintendent's office
i.e. new staff requests, add'l days, reclassifications

March 26

Executive Cabinet meets to review personnel requests

April 2

Campus Budget and Special Requests Due in Business Office

May 10

Draft 1 Budget workshop with School Board

June 14

Draft 2 Budget workshop with School Board

July 12

Draft 3 Budget workshop with School Board

August 9

Board meeting to discuss and consider approval of date and time of Public Meeting to Discuss Budget and Proposed Tax Rate for 2021-2022

August 23

Public Hearing to discuss budget and tax rate
Board adoption of 2021-2022 Budget

Contact: Nina Conway, CFO

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