



BRACKETT ISD
BUDGET ADOPTION CALENDAR*
FY 2025-26

	ACTIVITY/ACTION	ACTION/ RESPONSIBILITY BY	TARGET DATE 2025
1	Present overview of Budget preparation to principals & directors	Superintendent & Director- Business & Finance	1/14
2	Meet with Principals & Directors regarding enrollment projections, staffing needs, allocations, budget guidelines & process	Superintendent & Director- Business & Finance	1/21
3	Submit budget request from campus/departments to Superintendent for review	Principals & Directors	2/14
4	Review budget request from campus/departments and submit to Director- Business & Finance	Superintendent	2/18
5	Enter budget requests into ASCENDER; print proposed budgets by campus, department	Director- Business & Finance	2/27
6	Review proposed budget with principals & directors	Superintendent & Director- Business & Finance	3/4
7	Purchase Order Cutoff date for 2024-25 - General Fund ONLY	Superintendent & Director- Business & Finance	4/2
8	Hold budget workshop #1 - Set Board goals and review Budget Adoption Calendar, preliminary expenditures including special projects and preliminary compensation plan	School Board Superintendent Director- Business & Finance	4/10
9	Provide preliminary appraisal roll of the district's taxable value-date by statute	Chief Appraiser	4/30
10	Review proposed budget with principals & directors for possible updates resulting from workshop (if necessary)	Superintendent & Director- Business & Finance	5/6
11	Hold budget workshop #2 - to present/review revenue projections and preliminary values, proposed budget & legislative updates	School Board Superintendent Director- Business & Finance	5/12
12	Adopt employee compensation plan for next year	School Board	5/15
13	Call Public Hearing on Proposed Budget & Tax Rate (separate agenda item)	School Board	5/15
14	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. (Send to paper by noon Monday, for Thursday publication)	Director- Business & Finance	5/29
15	Conduct Public Hearing on next year's proposed Budget & Tax Rate	School Board	6/9
16	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	6/9



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	ACTIVITY/ACTION	ACTION/ RESPONSIBILITY BY	TARGET DATE 2025
17	Post Adopted Budget on BISD website by	Director- Business & Finance	6/30
18	Implement new approved budget, effective 07/01	Director- Business & Finance	7/1
19	Prepare and Certify appraisal roll of the district's taxable value-date by statute	Chief Appraiser	7/25
20	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
21	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	8/11
22	Present Truth In Taxation tax rates to School Board (around 8/7). <i>Call Public Hearing on Proposed Budget & 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	8/11
23	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	8/21
24	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	9/8
25	Adopt Tax Rate for next fiscal year at a Board Meeting by resolution	School Board	9/8
26	Call for appending the forms used to calculate the TAX RATES to the adopted budget.	School Board	9/8
27	Submit Adopted Tax Rate Resolution to Chief Appraiser for calculation of Tax levy for new year	Director- Business & Finance	9/9
28	Collect Taxes for the new year beginning today	Chief Appraiser	10/1
29	The Assessor (Chief Appraiser) will calculate the district's tax roll and submit it for approval to the Board	Chief Appraiser	10/13
30	Consider Budget Amendment for 2025-26 Budget to align for Snapshot date, (using <u>certified values , adopted tax rate and new legislative mandates</u>)	School Board Superintendent Director- Business & Finance	10/13
31	Post Adopted Budget AND tax rate information on BISD website and KCAD website	Chief Appraiser & Director- Business & Finance	10/15