

**Keller ISD**  
**2010-2011 Budget Calendar**  
(No Rollback Election)

- 1) January - Receive student enrollment projections estimates for budget building and allotments
- 2) January/February - Preparation of budget documents for budget development
- 3) February 10- General Administrators Meeting, GAM – Campus and Department over view of budget process
- 4) February – Establish and distribute Campus and Departments allotments
- 5) February/March – Collect additional items for consideration and inclusion in the budget
- 6) February 23-25– New administrator/secretary training (half day sessions)
- 7) March 25-26 – Refresher Budget Input Training
- 8) March – campuses and departments prepare budget for non-salary portion of the budget.
- 9) April 1 – Campus and departments turn in budgets and budget goals.
- 10) April 30 – Receive Certified Estimate of Taxable Values from Tarrant Appraisal District.
- 11) May 14 - Create detailed budget with department and campus input
- 12) May 26 – Adjust revenue assumption projections from preliminary valuations given by Tarrant County Appraisal District.
- 13) May 27 – Regular Board Meeting – Discussion on Budget Assumptions and Anticipated Expenditures

- 14) June 17 - Regular Board Meeting – Discussion on Prioritization of Budget Assumptions and Anticipated Expenditures
- 15) June 15 – Receive 2<sup>nd</sup> round of preliminary valuations given by Tarrant Appraisal District.
- 16) June 21 or 24 – Workshop with refine budget estimates from 2<sup>nd</sup> round of preliminary budget estimates from Tarrant County Appraisal District.
- 17) July 16 – Certification of anticipated collection rate by tax collector.
- 18) July 26 – Receive certified appraisal roll from Tarrant County Appraisal District for final calculation of revenue.
- 19) July 29 - Budget Workshop
  - a) Refine budget with certified appraisal roll from Tarrant County Appraisal District.
- 20) August 12 – Regular Board Meeting
  - a) Board of Trustees makes final decision on salary and benefits.
  - b) Meeting of governing body to decide on public meeting date on budget and proposed tax rate.
- 21) August 15 – "NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX RATE" published 10 to 30 days before public meeting.
- 22) August 26 – Regular Board Meeting
  - a) Public meeting on budget and proposed tax rate. School Board may adopt budget and tax rate after the public meeting. Or, the board may adopt the budget and wait to adopt the tax rate. If the board waits to adopt the tax rate, continue with the next step.
  - b) Budget must be adopted by August 31
- 23) September 9 – Meeting to adopt tax rate if not adopted in August.
  - a) School district must adopt tax rate by September 30, or within 60 days of receiving certified appraisal roll.
- 24) Dates are subject to change.