



UNITED INDEPENDENT SCHOOL DISTRICT INFORMATIONAL ITEM

TOPIC: Budget Calendar for 2017-2018

SUBMITTED BY: Laida P. Benavides, CPA **OF:** Division of Finance

APPROVED FOR TRANSMITTAL TO SCHOOL BOARD: _____

DATE ASSIGNED FOR BOARD CONSIDERATION: December 14, 2016

Informational Item:

The presented calendar allows for the development of Budget 2017-2018 with input from campus/district site-based committees and the Board of Trustees.

UNITED INDEPENDENT SCHOOL DISTRICT

Budget 2017-18 Calendar

TIMELINE	ACTIVITY/PROCESS
September 2016	Approved 2015-2016 operating budget for General Operating, Food Service, and Debt Service funds implemented.
Oct. 2016-Feb. 2017	Start administrative budget committees. Develop Budget Calendar. Review topics to address for budget building process. Review 2016-17 information-enrollment, class sizes, budget issues, etc. Enrollment projection study reviewed. Boundary changes proposals reviewed. Staffing guidelines revised, if necessary.
December 6, 2016	Present Budget 2018 Calendar to Board.
January 10, 2017	Board budget workshop-Board Initiatives, projected enrollments, and budget issues. 85th Legislative Session begins.
January 31, 2017	Controlled Budget Management process in effect for campuses.
February 7, 2017	Board budget workshop-Review Board Initiatives, projected enrollments, and proposed boundary changes, if necessary.
March 7, 2017	Board Budget Workshop: Discuss board initiatives and proposed boundary changes.
March 22, 2017	Board approves new boundaries, if necessary. (Regular Board meeting)
April 19, 2017	Board approves new boundaries, if necessary. (Regular Board meeting)
May 9, 2017	Board Budget Workshop (tentative)
May 29, 2017	85th Legislative session ends.
June 2017	Final "draft" budget document delivered to Board of Trustees for review.
June 16, 2017	Controlled Budget Management process in effect for departments.
June - July 2017	U.I.S.D. Board of Trustees budget workshops; campus and department budgets will be reviewed along with prioritized programs and projects as determined by the Board, Superintendent, Associate and Assistant Superintendents.
July 2017	72 hour notice of July Board meeting; the certification of anticipated collection rate by tax assessor/collector at regular July Board meeting; appointment of individual to calculate and publish United I.S.D.'s effective tax rate. Announce date, time, and place of public meeting to discuss proposed budget and proposed tax rate.
July 25, 2017	Deadline for Chief Appraiser to certify appraisal rolls to the taxing units.
Early Aug. 2017	Publish ten day notice of public hearing stating the purpose of the meeting is to discuss the proposed budget and proposed tax rate for the 2017-2018 fiscal year.
August 2017	Public hearings on proposed 2017-2018 tax rate and proposed budget. A quorum must be present for public hearing on proposed tax rate. Final 2017-2018 budget approved at the regularly scheduled Board of Trustees meeting. Certified property values approved at regularly scheduled Board of Trustees meeting. Final 2017-2018 tax rate approved at the regularly scheduled Board of Trustees meeting.
September 1, 2017	Approved 2017-2018 operating budget for General Operating, Food Service, and Debt Service funds implemented.