

## **2009-2010 BUDGET PLANNING CALENDAR**

February - June	Budget workshops with Board of Trustees as required. Board conducts preliminary budget discussions and receives a progress report and update on the salary projections.
January - June	Budget Committee meets weekly to review budget requests and develop the proposed budget for the 2009-2010 fiscal year.
March 4	Budget training for all campus principals during the Monthly Administrator Meeting.
April 21	Pentamation Budget Training for Secretaries and Bookkeepers to be held in the Technology Training Room.
April 24	All campus and departmental proposed budgets (signed hard copies) due in the business office at 5:00pm. The proposed budgets must be entered in the budget module.
April 24	Budget Committee Presentations
April 27 – May 1	Business office compiles budgetary data.
May 8	72-hours notice for meeting.
May 12	Meeting of Board to decide on public meeting date on budget and proposed tax rate.
May 15	Mailing of notices of appraised value by chief appraiser.
May 15	Deadline for submitting appraisal records to ARB.
June 7	“NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX RATE” published 10 to 30 days before public meeting.
June 8	Deadline for chief appraiser to certify an estimated taxable value if school district changed to a July 1 fiscal year.
June 19	72-hours notice for public meeting.
June 23	Public meeting on budget and proposed tax rate. School board may adopt budget and tax rate at the public meeting, or the board may adopt the budget and wait to adopt the tax rate.
June 23	School board to adopt the budget.

July 20	Deadline for ARB to approve appraisal records.
July 24	Deadline for chief appraiser to certify rolls to taxing units.
August 3	Certification of anticipated collection rate by collector.
August 3	Calculation of rollback tax rate.
September 4	72-hours notice for meeting at which Board will adopt tax rate.
September 8	Meeting to adopt tax rate. School district must adopt tax rate by September 30, or within 60 days of receiving certified appraisal roll.
October 2009	Approve tax levy roll.