



Oak Park Elementary School District 97

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TO: Dr. Ushma Shah, Superintendent of Schools
Board of Education

FROM: Sheila Johnson, Assistant Superintendent of Finance & Operations

SUBJECT: Fiscal Year 2025 Budget Authority and Proposed Budget Calendar

DATE: December 12, 2023

Budget Authority

The Board of Education designates a person to prepare the tentative budget for Fiscal Year 2024.

Pursuant to the Illinois School Code, Section 105, ILCS 5/17-1 the Board of Education shall designate some person or persons to prepare a tentative budget. Therefore, the Superintendent of Schools should be authorized to commence the preparation of the tentative budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025; the budget shall be filed with the Secretary of this Board.

Budget Planning

In accordance with Board Policy 4:10 Fiscal and Business Management

Annually, the Board adopts a proposed budget calendar, indicating dates for presentation by the Superintendent of receipts, estimates, preliminary expenditure recommendations by funds, and major Board actions affecting the budget.

The proposed calendar for such preparation, presentation, and adoption will be as follows:

- July 9, 2024: Update Board on preliminary results of prior fiscal year and discuss macro-level issues regarding budget development
- August 13, 2024: present the tentative FY2025 Budget for Board discussion and authorize the tentative budget for public display and the publication of Notice of Public Hearing to be held on September 10, 2024
- August 14, 2024: Tentative budget placed on public display
- September 10, 2024: BOE Meeting to conduct public hearing and adopt the final budget

Based on the information above, it is recommended that the Superintendent of Schools is authorized to commence preparation of the FY2025 annual budget as of the date of this memo.