

GALVESTON ISD
2021-2022 BUDGET CALENDAR

Budget Planning

Person Responsible

Date Due

- Present Budget Calendar to Board of Trustees

SUPT, ASBO, BOT

1/20/2021

- Receive Board Input on Budget Priorities for 21-22; and
- Prepare Budget Materials, Enrollment Projections and Preliminary Revenue Projections

BOT
SUPT, ASBO, DIR FIN

2/17/2021

Budget Preparation

- Budget Allotments and Instructions available in Google Drive

ASBO, DIR FIN, ASST

2/19/2021

- Establish Campus and Department Planning Teams and Conduct Meetings

PRINC, DIR

2/22/2021

- Personnel Budget Meetings - to review personnel requests (TBD)

SUPT, AS, HCMO, ASST,
PRINC, DIR

2/22/21-3/12/21

- Additional Budget Requests and Job Analysis Questionnaire Forms Due to Business Office

PRINC, DIR

3/12/2021

- Create 2021-22 Base Plan in Salary Negotiations

HCM

4/1/2021

- Campus/Department Budgets submitted through Skyward

ASBO, DIR FIN, AS,
PRINC, DIR

4/2/2021

- Compile Salary Data for BOT

ASBO, DIR FIN, HCMO,
ASST

4/21/2021

- Budget Meetings with Budget Managers - to review dept/campus budgets (TBD)

ASBO, AS, DIR FIN,
PRINC, DIR

4/22/21 - 5/7/21

- Present Salary Schedule to BOT for Approval

SUPT, ASBO, DIR FIN,
HCMO, ASST

5/19/2021

Budget Evaluation and Adoption

- Prepare and Present Preliminary Budget

SUPT, ASBO, DIR FIN,
BOT

6/16/2021

- Budget Workshop to discuss Proposed Budget

SUPT, ASBO, DIR FIN,
BOT

TBD

- Present Proposed Budget, Approve Proposed Tax Rate, and Adopt date for Public Hearing on Proposed Budget and Tax Rate

SUPT, ASBO, DIR FIN,
BOT

7/28/2021

- Completed Stipend Lists with Names due to HR

PRINC, DIR

8/2/2021

- Advertisement for Public Hearing on Proposed Budget and Tax Rate (publish 10 to 30 days before hearing)

ASBO, DIR FIN

8/2/2021-8/8/2021

- Public Hearing on Budget and Tax Rate

SUPT, ASBO, DIR FIN,
BOT

8/18/2021

- Adopt Budget and Tax Rate

SUPT, ASBO, DIR FIN,
BOT

8/18/2021

Budget updates will be given to the board monthly at the Finance Committee meetings. Shaded Areas indicate Regular Board Meeting Dates.

BOT - Board of Trustees, SUPT - Superintendent, ASBO - Assistant Supt of Business & Operations, ASC - Assistant Superintendent of Curriculum, HCMO - Human Capital Mgt Officer, DIR FIN - Director of Finance, PRINC - Principals, DIR - DIRECTORS, ASST - Administrative Assistant(s)