

## **2016-2017 BUDGET PLANNING CALENDAR**

January - June	Budget Committee meets weekly to review budget requests and develop the proposed budget for the 2016-2017 fiscal year.
January - June	Budget discussions with principals during the Monthly Administrator Meetings.
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.
April 6-7	eFinancePlus budget work session to enter budgets in the technology training room.
April 22	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 22 – May 31	Business Office compiles budgetary data.
April – May	Mailing of notices of appraised value by chief appraiser.
April 29	The chief appraiser prepares and certifies to the assessor for each school district participating in the appraisal district an estimate of the taxable value of property in that taxing unit. The chief appraiser assists each school district in determining values of property in that taxing unit for the taxing unit's budgetary purposes.
May 6	72-hours notice for meeting.
May 10	Meeting of Board to decide on public meeting date on budget and proposed tax rate.
May 15	Deadline for submitting appraisal records to ARB.
May 22 – June 10	“NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX RATE” published 10 to 30 days before public meeting. Post proposed budget notice and summary on district's website.
June 17	72-hours notice for public meeting.
June 21	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 24	72-hours notice for public meeting.
June 28	School board to adopt the budget.
July 15	Deadline for commissioner of education to send notice to school districts required to equalize wealth.
July 20	Deadline for ARB to approve appraisal records.
July 25	Deadline for chief appraiser to certify rolls to taxing units.
August 1	Certification of anticipated collection rate by collector.
August 1	Calculation of rollback tax rate.
September 2	72-hours notice for meeting at which Board will adopt tax rate.
September 6	Meeting to adopt tax rate. School district must adopt tax rate by September 30, or within 60 days of receiving certified appraisal roll. If tax rate exceeds effective M&O rate must provide posting on district website.
October 2016	Approve tax levy roll. The tax assessor prepares and mails tax bills.