

## Budget Calendar for FY 25

Date	Activities	Board of Education
July – December 2023	<ul style="list-style-type: none"> <li>▪ Adjust teacher allocations and federal/ state grant amounts as updated</li> <li>▪ Monitor expenses</li> <li>▪ Begin projecting ending Fund Balance</li> <li>▪ Begin projecting FY25 state revenue (after FTE 1)</li> <li>▪ Cash flow projections for Nov. &amp; Dec.</li> <li>▪ Nov. &amp; Dec. payroll decisions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Reports to Board on monthly expenditures and balance</li> </ul>
November 2023 – January 2024	<ul style="list-style-type: none"> <li>▪ Prepare budget preparation schedule</li> <li>▪ Finalize enrollment projections</li> <li>▪ Prepare school allocation schedule</li> <li>▪ Monitor Fund Balance projections</li> <li>▪ Monitor cash flow</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Reports to Board on monthly expenditures and balance</li> <li>▪ Present FY25 Budget Calendar</li> </ul>
February-March 2024	<ul style="list-style-type: none"> <li>▪ Begin personnel costs projections</li> <li>▪ Funding projections</li> <li>▪ Monitor legislative actions</li> <li>▪ Monitor Fund Balance projections</li> <li>▪ Begin allotment meetings</li> <li>▪ Department budget meetings</li> <li>▪ Begin salary scale preparations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Reports to Board on monthly expenditures and balance</li> <li>▪ Provide updates on possible legislative changes impacting budget</li> </ul>
April 2024	<ul style="list-style-type: none"> <li>▪ Continue allotment and department budget meetings</li> <li>▪ Prepare initial personnel allocations</li> <li>▪ Review preliminary FY25 information from DOE, if received</li> <li>▪ Finalize salary scales for presentation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Reports to Board on monthly expenditures and balance</li> <li>▪ Provide updates on possible legislative changes impacting budget</li> <li>▪ Present salary scales for approval</li> <li>▪ Preliminary FY25 budget presentation (May Work Session)</li> </ul>
May 2024	<ul style="list-style-type: none"> <li>▪ Update budget as information received from state and federal sources</li> <li>▪ Teacher contracts awarded</li> <li>▪ Distribution of preliminary school budgets</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Reports to Board on monthly expenditures and balance</li> <li>▪ Provide updates on possible legislative changes impacting budget</li> <li>▪ Update beginning funding balance projection</li> <li>▪ Updated FY25 budget presentation (June Work Session)</li> </ul>
June 2024	<ul style="list-style-type: none"> <li>▪ Provide updates if needed</li> <li>▪ Preliminary local tax digest projections</li> <li>▪ Schedule Public Hearing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Financial Reports to Board on monthly expenditures and balance</li> <li>▪ Public Budget Hearing #1 (July Work Session)</li> <li>▪ Board Resolution for July</li> </ul>

		expenditures
<p><b>July/August 2024</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Update budget for local tax digest information (from Tax Commissioner)</b></li> <li>▪ <b>Submit required publications</b></li> <li>▪ <b>Schedule Public Hearing</b></li> <li>▪ <b>Enter approved budget into financial software program</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Approve FY25 Tentative Budget for publication</b></li> <li>▪ <b>Financial Reports to Board on preliminary FY24 expenditures and ending fund balance</b></li> <li>▪ <b>Updated FY25 budget presentation</b></li> <li>▪ <b>Public Budget Hearing #2 (August Work Session)</b></li> <li>▪ <b>Board Resolution for August expenditures (if applicable)</b></li> <li>▪ <b>Adoption of FY25 budget</b></li> </ul>