

2017-18 Budget Calendar by Task/Activity & Responsibility DeForest Area School District

Notes:

The budget calendar and planning guidelines are developed each fiscal year (OE 5-Financial Operations, Budgeting AR 8.7(1)). This timeline may be adjusted to better suits the needs of the budgeting process. It is being distributed to assist with planning for the work that needs to be completed prior to the Annual Meeting.

<u>Date</u>	<u>Activity</u>	<u>District Office</u>	<u>District Admin.</u>	<u>Directors & Principals</u>	<u>Board of Education</u>
January 2017	Prepare student projections. (APL)	X			
February 2017	Director of Business & Auxiliary Services presents budget assumptions to District Administrator. Review and approval of budget assumptions. (AR8.7(3))	X	X		
February 2017	Budget draft assumptions shared with BOE Building Principal Meetings with Business Office Budget allocations to Budget Centers. Modified site-based budget model is used (AR8.7(1)).	X		X	X
March 2017	Special Services staffing review Update 2017-18 budget documents, prioritization continues	X		X	
March 2017	Review all 2016-2017 District year-to-date expenditures and propose recommendations to District Administrator. <i>During the month of March, Directors & Principals: conduct a review of the current-year budgets vs. actual expenditure and make adjustments as necessary (AR 8.9(1)).</i>	X		X	
April 01-14, 2017	Contact the District Office for assistance and/or training on entering the detailed 2017-18 budget. <i>Budget cloning: Contact Wendy Corlett</i>			X	
April 21, 2017	Final 2016-17 purchase orders shall be submitted to the District Office.	X	X	X	
April 28, 2017	2017-18 preliminary budgets completed. Due date for final budget entry.	X		X	
May 1, 2017	Health insurance rates available. Update 2017-18 staffing costs.	X			
May 1-5, 2017	Review and balance 2016-17 budget centers. Perform final budget transfers as required.	X			

May 22, 2017	Presents preliminary 2017-18 budget to District Administrator for review and approval.	X			
June 19, 2017	Director of Business & Auxiliary Services presents preliminary 2017-18 budget to BOE for review and approval (EL8). Final 2016-17 budget revisions approved as required by state statute.				X
June-July, 2017	Payroll processes final 2016-17 expenditures for staff costs	X			
July, 2017	District Office processes final state and federal claims for reimbursement. Accounting Supervisor completes 2016-17 trial balances in preparation for audit.	X			
July, 2017	Director of Business & Auxiliary Services presents the 2017-18 budget to BOE along with the unaudited closing information for 2016-17 as part of periodic reports. (EL 8)	X	X		X
July, 2017	District Office completes 2017-18 budget booklet and other materials.	X			
July, 2017	2017-18 budget booklet and materials delivered to School Board Secretary. Information sent for publication as required by state statute.	X			
July, 2017	Board approves annual meeting booklet and materials as part of periodic reports. (EL 8)				X
July, 2017	BUDGET HEARING & ANNUAL MEETING Director of Business & Auxiliary Services presents the 2017-18 budget to the electorate. BOE adopts original budget and electorate approve the proposed property tax levy.	X	X	X	X
September, 2017	Director of Business & Auxiliary Services and Accounting Supervisor meet with independent CPA auditors on final 2016-17 financials.	X			
Oct 15- Nov 1, 2017	Certification of annual levy after final notification of state aid. (EL8)				X