

Fiscal Year 2021 Budget Development Calendar

<u>Target Date</u>	<u>Budget Development</u>	<u>Responsible Parties</u>
November	<ul style="list-style-type: none"> ● Review the prior fiscal year budget development process and prepare the FY21 Budget Calendar. ● Develop the FY21 Budget Directive through collaboration with the Board for subsequent December 2019 approval. ● Distribute budget development packets to budget administrators. 	<p>Central Office Administrators</p> <p>Central Office Administrators/BOE</p> <p>Dir. of Tech & Bus. Svcs., Asst. Supt.</p>
December	<ul style="list-style-type: none"> ● Review Staffing Requests/Needs ● Review 5 year Capital Improvement & Technology replacement plans. 	<p>Dir. of Tech & Bus. Svcs., Asst. Supt. COA</p>
January	<ul style="list-style-type: none"> ● Determine and prioritize staffing needs & requests for the coming year. ● Conduct budget meetings with budget managers. ● Bldg./Dept. Budget Drafts Distributed to budget managers for review ● Submit final site budget requests to the Business Office. ● Return Final Draft site/dept. Budgets to budget managers. 	<p>Supt., Asst., Supt., Bldg. Admin, Dir. Tech. & Bus. Svcs.</p> <p>Budget managers</p> <p>Dir. Tech. & Bus. Svcs.</p> <p>Budget managers</p> <p>Dir. of Tech & Bus. Svcs.</p>
February	<ul style="list-style-type: none"> ● Begin compiling budget components. ● Develop preliminary revenue projections & present to BOE ● Present preliminary staffing projections to BOE. 	<p>Dir. Tech & Bus. Svcs.</p> <p>Dir. Tech & Bus. Svcs.</p> <p>Asst. Supt.</p>
March	<ul style="list-style-type: none"> ● Present CBTF recommendation to BOE. ● Present preliminary expense budget to BOE along with updated revenue budget projections. 	<p>Asst. Superintendent</p> <p>Dir. of Tech & Bus. Svcs</p>

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	<ul style="list-style-type: none"> ● Public release of Food & Supplies Bid ● Prepare the budget document. ● Close all non-essential purchasing in FY20. (Final Fri. prior to Spring Break) 	Dir. of Tech & Bus. Svcs Dir. Tech. & Bus. Svcs., Budget Managers.
April	<ul style="list-style-type: none"> ● Present updated revenue & expense budget. ● Present food bid award recommendation to BOE. ● Open FY21 for Purchase Order Entry. 	Dir. Tech. & Bus. Svcs. School Nutrition Services Dir. Tech. & Bus. Svcs.
May	<ul style="list-style-type: none"> ● Present budget overview to BOE. ● Present food bid award package for BOE approval. 	Dir. Tech & Bus. Svcs. School Nutrition Services
June	<ul style="list-style-type: none"> ● BOE Budget Worksession ● Present full budget for BOE approval ● Load and validate final budget in Alio ● Post final budget in Alio 	Dir. Tech & Bus. Svcs./COA/BOE Dir. Tech & Bus. Svcs. Dir. Tech & Bus. Svcs. Dir. Tech & Bus. Svcs.
July 1	<ul style="list-style-type: none"> ● Begin Fiscal Year 2021 	Dir. Tech & Bus. Svcs.