

2011-2012 BUDGET PREPARATION CALENDAR

October 2011

- 31st: Baseline Budget Request due to Financial Services

December 2011

- 16th: Supplemental Budget #1 requests due to Financial Services
- 30th: Service Level Change Requests due to Financial Services

January 2012

- 9th: Budget Committee meeting to elect officers, receive financial report, set dates for future meetings, receive enrollment projections, review five-year financial forecast, and give direction to staff on budget parameters
- 18th: Board approves Supplemental Budget #1

February through March 2012

- Proposed Budget developed by staff

February 2012

- 1st: Budget guidelines posted and budget worksheets sent electronically to schools and departments for data entry
- 17th: School discretionary budgets due
- 24th: Staffing and Targeted Funding allocations provided to schools

March 2012

- 15th: Department narratives and performance measures due to Financial Services
- 16th: Electronic copies of staffing plans due to Human Resources
- 23rd: Department budgets, narratives, and performance measures due to Financial Services. Grant budgets due

April 2012

- 25th: Publication of first notice of the purpose, time and place of the Budget Committee meeting when the Budget Message and Proposed Budget are to be presented

May 2012

- **2nd**: Publication of second notice of Budget Committee meeting
- **7th**: Budget Committee meeting to receive the Budget Message, review the Proposed Budget, and hear public comment
- **11th**: Supplemental Budget #2 requests due to Financial Services
- **14th**: Possible additional Budget Committee meeting
- **21st**: Budget Committee meeting to: (1) approve the proposed Budget and specify the amount or rate of ad valorem taxes for each fund receiving tax revenue; (2) set a date for the official public hearing to be conducted by the Board of Directors; and (3) authorize the publication of the budget estimate as prescribed by law
- **28th**: Publication of notice of School Board hearing on the Budget approved by the Budget Committee and summarized budget estimate

June 2012

- **4th**: Fleet Fund requests due to Financial Services
- **6th**: Board of Directors meeting to hold a public hearing on the Budget approved by the Budget Committee
- **20th**: Board of Directors action to adopt budget, make appropriations, and impose and categorize taxes

July 2012

- **15th**: Filing of two copies of the adopted Budget with the Lane County Department of Assessment and Taxation and one copy with the State Superintendent of Public Instruction

August 2012

- **15th**: Submission of the electronic version of the budget to the Department of Education

Updated: October 27, 2011