# CALENDAR FOR 2013-2014 BUDGET PREPARATION

## October 2012
- **5th**: Directors receive Supplemental Budget #1 request forms via e-mail.
- **11th**: Supplemental Budget #1 requests due to Financial Services
- **31st**: Baseline Budget Requests due to Financial Services

## December 2012
- **5th**: Board approves Supplemental Budget #1
- **17th**: Budget Committee meeting to elect officers, receive financial report and set dates for future meetings, receive enrollment report and projections, review five-year financial forecast, and give direction to staff on budget parameters.

## January through March 2013
- **Proposed Budget developed by staff**

## January 2013
- **8th**: Budget Committee meeting to provide feedback on Long-range Facilities Plan and proposed general obligation bond. Receive briefing on district fund balances.
- **15th**: Budget guidelines posted to http://fsweb.lane.edu/docs/01_bud.asp and discretionary budget worksheets sent electronically to schools and departments for data entry.

## February 2013
- **1st**: School discretionary budgets due to Financial Services. Department narratives, organizational charts, and performance measures are due to Financial Services.
- **4th**: Budget Committee meeting to receive briefings on class size and school staffing allocation model, status of 2012-13 general fund budget.

## March 2013
- **8th**: Department budgets, grant budgets, and any needed edits to narratives are due to Financial Services.
### April 2013
- **7th:** Principals determine open enrollment capacity by school
- **22nd:** Staffing packets and Targeted Funding allocations distributed to schools by HR.
- **25th:** Meeting notification published in Register Guard and posted on district website as to the time, place, and purpose of the Budget Committee meeting, during which the Budget Message and Proposed Budget are presented
- **30th:** Staffing plans returned to Human Resources

### May 2013
- **1st:** Directors receive notice of Supplemental Budget #3 via email and Fleet Fund transfer notice to schools and departments.
- **3rd:** Meeting notification published in Register Guard and posted on district website as to the time, place, and purpose of the Budget Committee meeting, during which the Budget Message and Proposed Budget are presented
- **10th:** Supplemental Budget #3 requests due to Financial Services
- **13th:** Budget Committee meeting to receive the Budget Message, review the Proposed Budget, and hear public comment
- **23rd:** 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 approved budget as prescribed by law
- **24th:** Fleet Fund requests due to Financial Services
- **29th:** Publish notice of School Board hearing on the Budget approved by the Budget Committee and summarized budget estimate

### June 2013
- **5th:** Board of Directors meeting to hold a public hearing on the Budget approved by the Budget Committee. Approve Supplemental Budget #2 and #3.
- **19th:** Board of Directors take action to adopt budget, make appropriations, and impose and categorize taxes

### July 2013
- **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 2013
- **15th:** Submission of the electronic version of the budget to the Department of Education

*Updated: April 30, 2013*