

<b>2024-25 BUDGET CALENDAR</b>			
<b>When?</b>	<b>What Do We Do?</b>	<b>Why Do We Do It?</b>	<b>Who's Responsible?</b>
October	Final Approval and Tax Levy Certification on 2022-23 Budget	Statutory requirement to approve a tax levy and finalization of budget based on final state aid figures for the year.	Business Manager School Board
October	Fall Equalized Property Valuation	The Department of Revenue provides an updated property valuation, this determines how the overall tax levy is divided among property owners	Department of Revenue Department of Public Instruction
October	Review Membership Count	Identify trends in student enrollment and update projections of how the student population will change over time.	Business Manager District Administrator
October/ December	Students Needs Assessment	Identify changing needs and prioritize for incorporation into the budget	Administrative Team
November	Discuss Budget Calendar for Year	Input and feedback on our processes so we can ensure it is collaborative in designing a budget that reflects educational values	Business Manager District Administrator School Board
December	Review Open Enrollment Trends	Plan revenues coming in and out of the District. Project capacity for the following year	Business Manager WISEdata Finance Budget Snapshot Due
January	Approve Open Enrollment Seats 2023-24	Requirement for the Board to take formal action on open enrollment seats for the upcoming year.	Business Manager School Board
January	Second Friday Pupil Count	Average with September Count to Determine enrollment to be used in 2023-24 equalization	Business Manager
February	Review 5 Year Budget Projections	Ensure we are on our course to sustain programming	Business Manager District Administrator
<b>2024-25 BUDGET CALENDAR</b>			

When?	What Do We Do?	Why Do We Do It?	Who's Responsible?
Dec - February	Refinement of Priorities based on needs assessment and budget availability	Align priority needs with the resources available, make decisions based on budgetary principles of the District.	Administrative Team
February	Finalize Staffing Model	February 28th - Finalize to meet statutory requirements to issue contracts to staff for the following year	Business Manager
April	School Finance 101 Presentation	Opportunity for the community to learn about the budget priorities.	Business Manager
April/May	Review Budget Priorities with Citizen Finance Committee	Ensure we are receiving feedback on the budgetary principles and philosophy of how we adopt a budget	Business Manager
June	Board Action of Preliminary Budget for 2025-26	May 15th - Present on May 15 and June 19 - Present for action on June 19. Put in place a preliminary budget to operate the District as of July 1	Business Manager School Board
August	Discussion of Public Hearing Documents	Review financial documents that will be presented to the community	Business Manager District Administrator
September	3rd Friday Enrollment	Average with September Count to Determine enrollment to be used in 2025-26 equalization aid amount.	Director of Business Services
October	Annual Meeting	Opportunity for the community to listen to and give feedback on the District budget	Community School Board
October	Final Discussion and Recommendation on 2024-25 Budget. Finalize Tax Levy	Statutory requirement to approve a tax levy and finalization of budget based on final state aid figures for the year.	Business Manager District Administrator School Board
November	Tax Certification	Deliver Tax Levy Certification to Municipal Clerk	Business Manager