

## TIMELINE FOR PREPARATION OF FY22 BUDGET

Subject to change

**Note: School Board Meeting dates are in bold letters**

Date	Topic
<b>November 4</b>	1. Review 2.7 Monitoring Report Asset Protection.
<b>November 10</b>	<b>Community Budget Forum 6:00 – 7:30 PM</b>
<b>November 18</b>	1. Administration presents stewardship plan needs (three-year focus) and funding recommendation.  2. Review Executive Limitations Monitoring Report – Policy 2.5 Financial Planning & Budgeting.
<b>December 2</b>	1. Review Tax Commissioner’s recommended State tax rates and possible impact of any cost containment on District budget.
<b>December 8</b>	<b>Community Budget Forum 6:00 – 7:30 PM</b>
<b>December 16</b>	Administration presents draft of preliminary budget, highlighting increases and decreases, program changes, comparative staffing levels, and current and projected enrollment.
<i>December 31</i>	<i>Final Deadline for all data from the State including the Common Level of Appraisal, Equalized Pupils, Special Education level from State and Federal agencies, etc., to be received by District.</i>
<b>January 5</b>	<b>Community Budget Forum 6:00 – 7:30 PM</b>
<b>January 6</b>	Presentation of budget recommended by Administration
<b>January 13</b>	Special Board Meeting dedicated to budget – Final Possible date for School Board to Approve Budget
<b>January 19</b>	Board approved budget sent to Steering Committee-deadline
<b>January 20</b>	Steering Committee Meeting (tentative)

- January 21-28*      *Budget book preparation*
- January 28*      *Budget book finalized and printed*  
*Council/Board approved budget available to voters, (minimum of 20 days*  
*Before Town Meeting.)*
- January 29*      *Budget books available & Post Warnings and Public Hearing Notices for March 1*  
*Pre-Town Meeting, Public Hearing, & March 2 Town Meeting Vote*
- March 1**      **Pre-Town Meeting & Public Hearing on City & School District**  
**Budgets**
- March 2**      **Annual Meeting-Vote on budgets and any other warned articles**