

Budget Time-Line Procedures

AR-3105

The board of education recognizes that budget development is an ongoing process that requires planning during the entire fiscal year. To assist the superintendent of schools in preparation and the board of education in its review, the following time-line is established as target dates for development:

- I. February. The superintendent will present to the finance committee a preliminary budget that will include all revenue and expenditures for the general fund and any other funds as requested by the finance committee.
- II. April. The superintendent will present any updates to the budget as presented in February to the finance committee.
- III. May. All requisition requests are to be in the hands of the superintendent of schools. This will allow time for any additional review of needs and/or changes.
- IV. June. At the June monthly school board meeting the superintendent of schools will present the board of education a preliminary budget that will include updated non-salaried items and will submit an actual or an estimated budget for employee salaries and related employee benefits costs. This may vary based upon employee negotiations.
- V. July. At the July monthly school board meeting the superintendent of schools will update or revise, as needed any items presented in June. Board of education will set dates for hearings as required for the passage of the budget.
- VI. August. At the August monthly school board meeting the superintendent of schools will update or revise, as needed any items presented in July.
- VII September. The budget construction should be completed. After publication of the notice of public hearing and holding the public hearing, the adopted budget will be filed with the levying board and state auditor.

Legal Reference:	§13-504	Budget Statement, Contents, Corrections, Cash Reserve, Limitations.
	§13-505	Budget Statement, Estimated Expenditures, Estimated Income, Estimated Reimbursements.
	§13-506	Budget Statement, Notices, Hearings, Adoption, Certify To Board, Exceptions.
	§13-508	Statement For Reimbursement of Property Taxes, Budget Statement, Final Adjusted Budget.
	§79-1029	Applicable Allowable Growth Percentage, District May Exceed, Vote Required.