



(FY23) BUDGET PREPARATION ADOPTION SCHEDULE (10/04/21)

DATE	DESCRIPTION
2021 –	Administration Review
October 4	School Board to approve the FY23 Budget Adoption Schedule, set priorities, assumptions, and process
October 29	Deadline for administrators to submit proposed budget data in IVEE and New Staff Request forms to the Business Office
November 2-4	School/Department Review – SPED, TECH, Curriculum, Facilities, Business Administrator, Superintendent, and Building Admin
November 9-12	Business Administrator formatting final budget docs for department-based tax-cap analysis.
November 16	Cabinet receives program wage & non-wage budget detail with tax cap analysis.
November 28	Leadership Team Review for Board Proposal
December 2	Deadline for all remaining budget revisions
December 13	Superintendent to present Proposed Budget to School Board
2022 –	School Board Review
January 3	School Board Budget Workshop (1/2 of presentations)
January 10	School Board Meeting-remaining presentations
January 18 (Tue)	Budget Workshop
January 24	Budget Workshop
January 31	School Board Meeting to Adopt Budget
February 7	School Board Meeting to Adopt Budget – Backup Date
February 14	School Budget due to City Manager – Tentative Date
April 6	Supt to present Proposed Budget to City Council – Tentative Date
April 13	School Budget Public Hearing – Tentative Date
May - TBD	City Budget (including School Budget) Adoption