

## Budget Calendar for Developing the 2019-2020 Fiscal Year Budget

October 2018							November 2018							December 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					
January 2019							February 2019							March 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
														31						
April 2019							May 2019							June 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	<b>6</b>	<b>7</b>	8	9	10	11	2	3	4	5	<b>6</b>	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	<b>13</b>	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	<b>29</b>	<b>30</b>	31				26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

**Note: Dates indicated are an election date, budget committee workshop or budget committee meeting.**

Day	Date	Description
1)	10/2018	Begin budget process for 2019/2020 school year. Director of Administrative Services to update 18/19 fiscal year forecast.
2)	10/2018	Gather input from staff and community (through 02/2019).
3)	11/2018	Discussion of general budget parameters by administrative staff.
4)	11/01/18 – 03/01/19	Cabinet discussion of budget.
5)	Th 01/31/19	Final date for administrators to conference with Assistant Superintendent on school budget requests.

	<u>Day</u>	<u>Date</u>	<u>Description</u>
6)	Th	01/31/19	Business Office staff begins compilation of initial budget and computer format – <b>Draft</b>
7)	F	03/08/19	Receive final budget decisions from superintendent.
8)	Th	03/14/19	Send first Budget Committee meeting notice for website to Special Projects (To be posted on District web site until Budget Meetings are over).
9)	M	04/01/19	Post first Budget Committee meeting notice on website.
10)	M	04/01/19	Prepare budget workshop presentation - Cabinet
11	T	04/02/19	Send newspaper advertisement for Budget Committee Meeting to The Portland Tribune for publication on 04/17/19 (must be sent at least one week in advance of run date).
12)	F	04/05/19	Business Office completes final proposed budget.
13)	M	04/08/19	Budget message received from superintendent.
14)	F	04/12/19	Send proposed budget for 19/20 to Production for completion on by 04/20/19.
15)	T	04/16/19	<i>Newspaper publication of notice of first budget committee meeting at which time the budget message and budget will be presented. (ORS 294.175(5) Publish twice, 5 to 30 days prior to first meeting. Once in newspaper and once on district's website.)</i>
16)	Th	04/18/19	Budget workshop (if determined necessary)
17)	M	04/29/19	Make list of public improvements budgeted and send to the commission of labor.
18)	M	04/29/19	<b>First Budget Committee Meeting</b> —in Boardroom, 6:30 p.m. Budget message and proposed budget will be presented. Interested citizens may discuss, with the budget committee, their views of the budget. – Superintendent and Director of Administrative Services.
19)	T	04/30/19	<b>Possible Second Budget Committee Meeting (if necessary).</b>
20)	M	05/06/19	<b>Possible Third Budget Committee Meeting (if necessary).</b>
21)	T	05/07/19	<b>Possible Fourth Budget Committee Meeting (if necessary).</b>
22)	Th	05/16/19	Send newspaper advertisement for Budget Hearing to The Portland Tribune for publication on 05/23/19.
23)	Th	05/23/19	Publication of Budget Hearing—The Portland Tribune. (ORS 294-421 (6); 5-30 days prior to hearing; no earlier than May 8, 2019, and no later than June 1, 2019.)
24)	Th	06/13/19	<b>Budget Hearing – 7:00 p.m.</b> Board Meeting. Adopt resolution to adopt the budget, make appropriations, and levy taxes.
25)	F	06/28/19	File with TSCC: Budget, Adopting resolution / ED-50 File with Assessor: Two copies of ED-50, Adopting resolution File with DOE: Budget File with MESD: Budget