

Budget Calendar for Developing the 2020-2021 Fiscal Year Budget

October 2019							November 2019							December 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	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
January 2020							February 2020							March 2020						
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						1	1	2	3	4	5	6	7	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31				
April 2020							May 2020							June 2020						
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						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

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

- | <u>Day</u> | <u>Date</u> | <u>Description</u> |
|------------|---------------------|--|
| 1) | 10/2019 | Begin budget process for 2020/2021 school year.
Director of Administrative Services to update 19/20 fiscal year forecast. |
| 2) | 10/2019 | Gather input from staff and community (through 02/2020). |
| 3) | 11/2019 | Discussion of general budget parameters by administrative staff. |
| 4) | 11/01/19 – 03/01/20 | Cabinet discussion of budget. |

	<u>Day</u>	<u>Date</u>	<u>Description</u>
5)	F	01/31/20	Final date for administrators to submit school budget requests.
6)	F	01/31/20	Business Office staff begins compilation of initial budget and computer format – Draft
7)	F	03/06/20	Receive final budget decisions from Superintendent.
8)	F	03/13/20	Send first Budget Committee meeting notice for website to Special Projects (To be posted on District web site until Budget Meetings are over).
9)	W	04/01/20	Post first Budget Committee meeting notice on website.
10)	W	04/01/20	Prepare budget workshop presentation - Cabinet
11	Th	04/02/20	Send newspaper advertisement for Budget Committee Meeting to The Portland Tribune for publication on 04/16/20 (must be sent at least one week in advance of run date).
12)	F	04/03/20	Business Office completes final proposed budget.
13)	M	04/06/20	Budget message received from Superintendent.
14)	F	04/10/20	Send proposed budget for 20/21 to Production for completion by 04/17/20.
15)	T	04/16/20	<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	04/16/20	Budget workshop (if determined necessary)
17)	M	04/27/20	Make list of public improvements budgeted and send to the commission of labor.
18)	M	04/27/20	First Budget Committee Meeting —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	04/28/20	Possible Second Budget Committee Meeting (if necessary).
20)	M	05/04/20	Possible Third Budget Committee Meeting (if necessary).
21)	T	05/05/20	Possible Fourth Budget Committee Meeting (if necessary).
22)	Th	05/14/20	Send newspaper advertisement for Budget Hearing to The Portland Tribune for publication on 05/21/20.
23)	Th	05/21/20	Publication of Budget Hearing—The Portland Tribune. (ORS 294-421 (6); 5-30 days prior to hearing; no earlier than 5/12/2020 and no later than 6/06/2020.)
24)	Th	06/11/20	Budget Hearing – 7:00 p.m. Board Meeting. Adopt resolution to adopt the budget, make appropriations, and levy taxes.
25)	T	06/30/20	File with TSCC: Budget, Adopting resolution / ED-50 File with Assessor: ED-50, Adopting resolution File with DOE: Budget File with MESD: Budget