

## Budget Calendar for Developing the 2022-2023 Fiscal Year Budget

October 2021							November 2021							December 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	<b>2</b>	3	4	5	6				1	2	3	4
3	4	<b>5</b>	6	7	8	9	7	8	<b>9</b>	10	11	12	13	5	6	7	8	9	10	11
10	11	<b>12</b>	13	14	15	16	14	15	<b>16</b>	<b>17</b>	18	19	20	12	13	14	15	16	17	18
17	18	<b>19</b>	20	21	22	23	21	22	<b>23</b>	24	25	26	27	19	20	21	22	23	24	25
24	25	<b>26</b>	<b>27</b>	28	29	30	28	29	<b>30</b>					26	27	28	29	30	31	
31																				
January 2022							February 2022							March 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12
9	10	<b>11</b>	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19
16	17	<b>18</b>	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26
23	24	<b>25</b>	26	27	28	29	27	28						27	28	29	30	31		
30	31																			
April 2022							May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	<b>2</b>	3	4	<b>5</b>	6	7				1	2	3	4
3	4	5	6	7	8	9	8	<b>9</b>	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	<b>16</b>	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

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

- | <u>Day</u> | <u>Date</u>         | <u>Description</u>   |
|------------|---------------------|--|
| 1)         | 10/2021             | Begin budget process for 2022/2023 school year.<br>Director of Administrative Services to update 21/22 fiscal year forecast. |
| 2)         | 10/2021             | Gather input from staff and community (through 02/2022).   |
| 3)         | 11/2021             | Discussion of general budget parameters by administrative staff.   |
| 4)         | 11/01/21 – 03/01/22 | Cabinet discussion of budget.  |

	<u>Day</u>	<u>Date</u>	<u>Description</u>
5)	T	01/11 & 01/18/2022	Community Based Organization Partner Meetings
6)	M	01/31/22	Final date for administrators to submit school budget requests.
7)	M	01/31/22	Business Office staff begins compilation of initial budget and computer format – <b>Draft</b>
8)	F	03/18/22	Receive final budget decisions from Superintendent.
9)	F	03/18/22	Send first Budget Committee meeting notice for website to Special Projects (To be posted on District web site until Budget Meetings are over).
10)	M	04/04/22	Post first Budget Committee meeting notice on website.
11)	M	04/04/22	Prepare budget workshop presentation - Cabinet
12)	M	04/04/22	Send newspaper advertisement for Budget Committee Meeting to The Oregonian for publication on 04/18/22 (must be sent at least one week in advance of run date).
13)	M	04/04/22	Business Office completes final proposed budget.
14)	M	04/04/22	Budget message received from Superintendent.
15)	F	04/08/22	Send proposed budget for 22/23 to Production for completion by 04/18/22.
16)	M	04/18/22	<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>
17)	Th	04/21/22	Budget workshop (if determined necessary)
18)	M	05/02/22	<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)	Th	05/05/22	<b>Possible Second Budget Committee Meeting (if necessary).</b>
20)	M	05/09/22	<b>Possible Third Budget Committee Meeting (if necessary).</b>
21)	T	05/10/22	Make list of public improvements budgeted and send to the commission of labor.
22)	M	05/16/22	Send newspaper advertisement for Budget Hearing to The Oregonian for publication on 05/23/22.
23)	M	05/23/22	Publication of Budget Hearing—The Oregonian. (ORS 294-421 (6); 5-30 days prior to hearing; no earlier than 5/17/2022 and no later than 6/11/2022.)
24)	Th	06/16/22	<b>Budget Hearing – 7:00 p.m.</b> Board Meeting. Adopt resolution to adopt the budget, make appropriations, and levy taxes.
25)	Th	06/30/22	File with TSCC: Budget, Adopting resolution / ED-50 File with Assessor: ED-50, Adopting resolution File with DOE: Budget File with MESD: Budget