

Budget Calendar for Developing the 2023-2024 Fiscal Year Budget

October 2022							November 2022							December 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	6	7	8	9	10	11	12	4	5	6	7	8	9	10
2	3	4	5	6	7	8	13	14	15	16	17	18	19	11	12	13	14	15	16	17
9	10	11	12	13	14	15	20	21	22	23	24	25	26	18	19	20	21	22	23	24
16	17	18	19	20	21	22	27	28	29	30				25	26	27	28	29	30	31
23	24	25	26	27	28	29														
30	31																			

January 2023							February 2023							March 2023						
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	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

April 2023							May 2023							June 2023						
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	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

Note: Dates indicated are an election date, community meetings dates, deadlines, budget committee workshop or budget committee meeting.

- | <u>Day</u> | <u>Date</u> | <u>Description</u> |
|------------|---------------------|--|
| 1) | 10/2022 | Begin budget process for 2023/2024 school year.
Director of Administrative Services to update 22/23 fiscal year forecast. |
| 2) | 10/2022 | Gather input from staff and community (through 01/2023). |
| 3) | 11/2022 | Discussion of general budget parameters by administrative staff. |
| 4) | 11/01/22 – 03/01/23 | Cabinet discussion of budget. |

	<u>Day</u>	<u>Date</u>	<u>Description</u>
5)	T	01/10 & 01/17/2023	Community Based Organization Partner Meetings
6)	T	01/31/23	Final date for administrators to submit school budget requests.
7)	T	01/31/23	Business Office staff begins compilation of initial budget and computer format – Draft
8)	F	03/17/23	Receive final budget decisions from Superintendent.
9)	F	03/17/23	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	04/03/23	Post first Budget Committee meeting notice on website.
11)	M	04/03/23	Prepare budget workshop presentation - Cabinet
12)	M	04/03/23	Send newspaper advertisement for Budget Committee Meeting to The Oregonian for publication on 04/17/23 (must be sent at least one week in advance of run date).
13)	M	04/03/23	Business Office completes final proposed budget.
14)	M	04/03/23	Budget message received from Superintendent.
15)	F	04/07/23	Send proposed budget for 23/24 to Production for completion by 04/17/23.
16)	M	04/17/23	<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	04/20/23	Budget workshop (if determined necessary)
18)	M	05/01/23	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)	Th	05/04/23	Possible Second Budget Committee Meeting (if necessary).
20)	M	05/08/23	Possible Third Budget Committee Meeting (if necessary).
21)	T	05/9/23	Make list of public improvements budgeted and send to the commission of labor.
22)	M	05/15/23	Send newspaper advertisement for Budget Hearing to The Oregonian for publication on 05/22/23.
23)	M	05/22/23	Publication of Budget Hearing—The Oregonian. (ORS 294-421 (6); 5-30 days prior to hearing; no earlier than 5/16/2023 and no later than 6/10/2023.)
24)	Th	06/15/23	Budget Hearing – 7:00 p.m. Board Meeting. Adopt resolution to adopt the budget, make appropriations, and levy taxes.
25)	F	06/30/23	File with TSCC: Budget, Adopting resolution / ED-50 File with Assessor: ED-50, Adopting resolution File with DOE: Budget File with MESD: Budget