

## Budget Calendar for Developing the 2024-2025 Fiscal Year Budget

October 2023							November 2023							December 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							1	2
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30	
29	30	31												31							
January 2024							February 2024							March 2024							
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	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	
														31							
April 2024							May 2024							June 2024							
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	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
7	8	9	10	11	12	13	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
14	15	16	17	18	19	20	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
21	22	23	24	25	26	27	26	27	28	29	30	31		23	24	25	26	27	28	29	
28	29	30												30							

**Note: Dates indicated community meetings dates, deadlines, budget committee workshop or budget committee meeting.**

- | <u>Day</u> | <u>Date</u>       | <u>Description</u>   |
|------------|-------------------|--|
| 1)         | 10/2023           | Begin budget process for 2024/2025 school year.<br>Director of Administrative Services to update 23/24 fiscal year forecast. |
| 2)         | 11/1/23 – 3/01/24 | Cabinet discussions on budget  |
| 3)         | 11/2023           | Discussion of general budget parameters by administrative staff. Board Workshop on Budget 11/30/23                           |
| 4)         | 12/2023 – 2/2024  | Gather input from staff and community.   |

	<u>Day</u>	<u>Date</u>	<u>Description</u>
5)	Th	01/25/24	Optional Board Workshop on budget.
6)	W	01/31/24	Final date for administrators to submit school budget requests.
7)	Th	02/01/24	Business Office staff begins compilation of initial proposed budget – <b>Draft</b>
7)	Th	02/22/24	Optional Board Workshop on budget.
8)	F	03/15/24	Business Office receives final budget decisions from Superintendent.
9)	M	04/01/24	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	04/08/24	Post first Budget Committee meeting notice on website.
11)		04/24	Prepare budget workshop presentation - Cabinet
12)	W	04/10/24	Send newspaper advertisement for Budget Committee Meeting to The Oregonian for publication on 04/17/24 (must be sent at least one week in advance of run date).
13)	F	04/12/24	Budget message received from Superintendent.
14)	W	04/17/24	<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>
15)	F	04/19/24	Business Office completes final proposed budget.
16)	M	04/22/24	Send proposed budget for 24/25 to Production for completion by 04/25/24.
17)	T	04/23/24	Budget workshop (if determined necessary)
18)	F	04/26/24	Proposed Budget available to public and delivered to Budget Committee.
19)	M	05/06/24	<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.
20)	W	05/08/24	<b>Possible Second Budget Committee Meeting (if necessary).</b>
21)	M	05/13/24	<b>Possible Third Budget Committee Meeting (if necessary).</b>
22)	F	05/17/24	Send newspaper advertisement for Budget Hearing to The Oregonian for publication on 5/22/24.
23)	M	05/20/24	Make list of public improvements budgeted and send to the commission of labor.
24)	W	05/22/24	Publication of Budget Hearing—The Oregonian. (ORS 294-421 (6); 5-30 days prior to hearing; no earlier than 5/16/2024 and no later than 6/1/2024.)
25)	Th	06/13/24	<b>Budget Hearing – 7:00 p.m.</b> Board Meeting. Adopt resolution to adopt the budget, make appropriations, and levy taxes.
26)	F	06/28/24	File with TSCC: Budget, Adopting resolution / ED-50 File with Assessor: ED-50, Adopting resolution – Due by July 15 File with DOE: Budget File with MESD: Budget