

## Budget Calendar for Developing the 2025-2026 Fiscal Year Budget

October 2024							November 2024							December 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	3	4	5	6	7	8	9	1	2	3	4	5	6	7
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28
27	28	29	30	31										29	30	31				
January 2025							February 2025							March 2025						
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
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
April 2025							May 2025							June 2025						
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	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	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)         | 10/2024            | Begin budget process for 2025/2026 school year.<br>Director of Administrative Services to update 24/25 fiscal year forecast. |
| 2)         | 11/1/24 – 3/03/25  | Cabinet discussions on budget  |
| 3)         | 11/2024            | Discussion of general budget parameters by administrative staff.   |
| 4)         | 12/2024 – 2/2025   | Gather input from staff and community.   |
| 5)         | Th <b>01/23/25</b> | Optional Board Workshop on budget.   |

	<u>Day</u>	<u>Date</u>	<u>Description</u>
6)	F	01/31/25	Final date for administrators to submit school budget requests.
7)	M	02/03/25	Business Office staff begins compilation of initial proposed budget – <b>Draft</b>
7)	Th	02/27/25	Optional Board Workshop on budget.
8)	F	03/21/25	Business Office receives final budget decisions from Superintendent.
9)	T	04/01/25	Send first Budget Committee meeting notice for website to Special Projects (To be posted on District web site until Budget Meetings are over).
10)	T	04/08/25	Post first Budget Committee meeting notice on website.
11)		04/20/25	Prepare budget workshop presentation - Cabinet
12)	F	04/11/25	Send newspaper advertisement for Budget Committee Meeting to The Oregonian for publication on 04/18/24 (must be sent at least one week in advance of run date).
13)	F	04/11/25	Budget message received from Superintendent.
14)	M	04/14/25	<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	04/18/25	Business Office completes final proposed budget.
16)	M	04/21/25	Send proposed budget for 25/26 to Production for completion by 04/25/25.
17)	T	04/22/25	Budget workshop (if determined necessary)
18)	F	04/25/25	Proposed Budget available to public and delivered to Budget Committee.
19)	M	05/05/25	<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	05/07/25	<b>Possible Second Budget Committee Meeting (if necessary).</b>
21)	M	05/12/25	<b>Possible Third Budget Committee Meeting (if necessary).</b>
22)	T	05/20/25	Send newspaper advertisement for Budget Hearing to The Oregonian for publication on 5/23/25.
23)	F	05/23/25	Make list of public improvements budgeted and send to the commission of labor.
24)	F	05/23/25	Publication of Budget Hearing—The Oregonian. (ORS 294-421 (6); 5-30 days prior to hearing; no earlier than 5/13/2025 and no later than 6/7/2025.)
25)	Th	06/12/25	<b>Budget Hearing – 7:00 p.m.</b> Board Meeting. Adopt resolution to adopt the budget, make appropriations, and levy taxes.
26)	M	06/30/25	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