

Budget Development Calendar

January 2014

Current Year Budget - Review performance of current 2013-14 budget, verify encumbrances and process budget adjustments/transfers for changes since approval of original budget.

Project 2014-15 Student Enrollment- Review updated enrollment projection report prepared by the Applied Population Laboratory with the University of Wisconsin-Madison. Analyze student enrollment utilizing 3rd Friday September and 2nd Friday January numbers to establish preliminary 2013-14 FTE counts.

2014-15 Budget - Meet with Finance Committee to discuss various scenarios of projected student enrollment and estimated equalization aid, equalized property values and state funding thresholds; assume full spending of current year budget, calculate mill rate impact utilizing Baird Budget Forecasting model.

February/March 2014

Project 2014-15 Revenues:

- Preliminary Revenue Limit & Equalization Aid estimated.
- Non-Limited Revenue estimated based on review of historical data & trends.
- Grant Funds estimated.
- Fee Schedules reviewed.
- Debt Service Determined (update debt svc schedule; tax on calendar year/budget on fiscal year).

Project 2014-15 Needs:

- Identify cost for continuing current programs/services Contact contracted vendors for expected rate changes/ hold to \$0 when controllable, determine vendor contracts that need to be put out for bid.
- Bldg/Program -Identify new needs list to be prioritized.
- Apply projected Consumer Price Index to salary expenses to estimate staffing costs.
- Forecast staffing needs based on projected enrollment counts and student course selection.
- Meet with Building Administrators to provide guidelines for budget development.
- Meet with Director of Buildings & Grounds to determine needs for improvements to buildings and grounds and equipment.
- Meet with Transportation Director and IT Director to review vehicle/equipment needs.
- Preliminary review/discussions of 2014-15 Budget with Finance Committee.

April/May 2014

- Review current year budget utilization and discuss findings with management team.
- Preliminary 2014-15 budgets due from Building Administrators and Program Managers.
- Meet with Administrative Team to review requests and prioritize department and building needs.
- Review retirement/termination requests and identify replacement plans.
- Adjust 2014-15 Debt Service based on April 1st Referendum outcome.
- Preliminary Review of 2014-15 Budget with BOE.

June 2014

- Preliminary 2014-15 Budget approved by the BOE.

July 2014

- Aid estimate received from DPI. Adjust 2014-15 Budget accordingly.

August 2014

-Review enrollment counts/classroom needs based on student registrations.

September 2014

-Third Friday Pupil Count.

-Finance Committee meet to review Budget updates.

October 2014

-Receive Final Aid Certification from DPI.

-Receive Final Equalized Property Tax Value from State of Wisconsin, Department of Revenue

-Final updates to Preliminary Budget.

-Conduct Budget Hearing & Annual Meeting. Board Approval of 2014-15 Budget and Tax Levy.

November 2014

-Certified Final Tax Levy due to Municipalities.

-Submit approved budget to DPI.