

## Fraser Public Schools Budget Development Timeline

### Mid-Winter/Early Spring

- Begin the Budget Development Process.
- Monitor State Budget developments and review Governor's Proposed Plan for School Aid.
- Prepare financial analyses of the effect of the proposed plan on the District's Budget.
- Preliminary Budget Forecast is reviewed with the Administrative Team.
- Communication to Board and Staff.



### Early Spring/Mid Spring

- Begin collecting financial data, property tax projections, grant projections, retirement rates, health care and other fringe benefits.
- Schedule meeting with Superintendent and other key members of administrative team to establish budget parameters.
- Key parameters include enrollment forecasts, personnel costs, new and continuing instructional programs and textbooks.



### Late Spring

- Schedule and hold departmental budget meetings with key departments.
- Key Departments include Curriculum and Instruction, Special Education, Community Relations, Technology, Operations and Maintenance, Transportation, Athletics and Food Service.
- Building budgets reviewed with Building Administrators as deemed necessary.



### Late Spring/Early Summer

- Continued review of status of State Aid Act and effect on budget assumptions.
- Compile final assumptions into formal budget proposal.
- Review budget proposal with Central Administrative Team.
- Hold a workshop meeting of the Board of Education to review the proposed budget and any current year budget amendment.
- Hold a public hearing on the proposed budget.
- Board of Education adopts Original Budget.



### Mid-summer/Fall/Early Winter

- Review final State Aid Act and determine changes from Original Budget assumptions.
- Adjust budget for actual student count and staff placements.
- Adjust budget for carryover items and other assumption updates.
- Review proposed updated budget with Administrative Team and Board of Education.
- Formal adoption of first budget amendment by Board of Education.