



## Independent School District 152



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### Assumptions and Budget Planning Schedule

Administrative Procedure: 701.1

Section: Non-Instructional Operations

Date Adopted: 09/1/1989

Date Revised: 05/10/2022

Date Reviewed: 05/10/2022

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#### September-October

- Preliminary Levy Certification
- Review of Long-Term Facility Maintenance (LTFM) Plan
- World's Best Work Force Report and Summary

#### November

- November Enrollment Report and Projections
- Audit Report for the past school year
- Financial assumptions for next school year
- Submit budget publication

#### December

- Public Hearing on proposed tax levy (TNT Presentation)
- Set Final Levy

#### January-February

- Approve Budget Revision and preliminary budget for the next two fiscal years

#### Annual Operating Plan Development for Next Year

- Planning
- Establish assumptions
- Identify needs, wants, and dreams for the Annual Operating Plan
- Program Determination
- Building utilization/space needs/class size
- Preliminary Budget for next Biennium
- Financial guidelines for the next fiscal year
- Long-range planning
- Building Goals
- Establish district goals and objectives

- Long Term Facility Maintenance 10-year plan
- Capital outlay equipment request for next year

### **March**

- Preliminary Staffing Plan to the School Board
- Capital Outlay/Long-Term Facilities Maintenance Requests Due
- Last month, to add new purchase orders

### **April**

- Last month, to spend on blanket purchase orders
- Approve 10-year LTFM plan
- Review preliminary budgets with principals and supervisors

### **May**

- Capital Outlay/Deferred Maintenance Plan to the School Board

### **June**

- Approve Final Budget (AOP) for next fiscal year

### **July**

- Projects to be entered into the Summer Levy System

### **August**

- Planning cycle begins for next year