

# **702.03R1 Budget Timeline Procedures**

Friday, August 11, 2023

## **BUDGET TIMELINE PROCEDURES**

The board of education recognizes that the budget development is an ongoing process that requires planning during the entire fiscal year. To assist the superintendent of schools in preparation and the board of education in its review, the following time-line is established at target dates for development:

Mar 1 School receives Certification of State Aid and Budget Factors to aid in preparing the next year's budget.

April 15 Deadline for Reduction in Force.

May All requisition requests to be presented to the superintendent allowing time for review of needs and/or changes.

June 1 Superintendent will proceed with the ordering process in accordance with Board Policy 706.01--Purchasing Procedures 706.03--Bidding Procedures.

June-Aug Superintendent will estimate current year expenditures and develop the budget for the following fiscal year.

August 20 Assessed valuation will be certified by the counties.

Sept 20 Filing deadline for Budget and LC-2 to NDE, Auditor of Public Accounts and County Clerks.

Legal References: § 13-504 Proposed budget statement, contents; corrections; cash reserve; limitations.

§ 13-505 Proposed budget statement; estimated expenditures; unencumbered balances; estimated income.

§ 13-506 Proposed budget statement; notice; hearing; adoption; certify to board; exceptions; file with auditor.

§ 13-508 Adopted budget statement; final adjusted valuation; levy.