



## (FY25) BUDGET PREPARATION ADOPTION SCHEDULE (8/14/23)

DATE	DESCRIPTION
<b>2023</b>	Administration Review
August 14	School Board to approve the FY25 Budget Adoption Schedule, set priorities, assumptions, and process
September 28	Deadline for administrators to submit proposed budget data in IVEE and New Staff Request forms to the Business Office
October 3-6	Multi-Department Review – SPED, TECH, Curriculum, Facilities, Business Administrator, Superintendent, and Building Admin
October 10-13	Business Administrator formatting final budget docs for department-based tax-cap analysis.
October 17	Cabinet receives program wage & non-wage budget detail with tax cap analysis.
October 24	Leadership Team Review for Board Proposal
November 2	Deadline for all remaining budget revisions
November 20	Superintendent to present Proposed Budget to School Board
<b>2023 – 2024</b>	School Board Review
November 27	School Board Budget Workshop (Department Presentations – Highlight Important Changes)
December 4	Budget Workshop
December 11	School Board Meeting & Budget Workshop
December 18	Budget Workshop
January 8	School Board Meeting & Budget Workshop
January 16	School Board Special Meeting to Adopt Budget & Send to City Council
January 18	School Budget due to City Manager – Tentative Date
February 14	City Manager Presents Overall Budget to City Council
March 13	School Budget Presentation to City Council
March 27	City Budget Public Hearing – Tentative Date
April 3	School Budget Public Hearing (City Council)– Tentative Date
April 10	City Budget (including School Budget) Adoption