

**APPROVED BUDGET CALENDAR
FISCAL YEAR: 2016-17**

January 2016

Develop budget calendar
Review and file 2015-16 adopted budget through TSDS
Review position control
Begin accumulating data for special allocations
Provide budget calendar for 2016-17 to Board for information - January 2016

February 2016

Update and distribute budget materials to principals and budget managers at February K-12 meeting. (Follow up with WebEx meetings)

March 2016

Refine budget assumptions
Prepare salary studies and cost projections
Develop initial revenue and expenditure projections
Assess current year budgetary status
Budgets entered into MUNIS by campuses/departments
Central Office review and evaluation of data entered by Campuses/departments
Superintendent/CFO (and other designated individuals) meet with Principals/Department Heads to discuss their budgets and instructional processes
First draft of CIP's submitted for central office review

April 2016

Develop preliminary Debt Service and Food Service Fund budgets
Human Resources Department to finalize staffing allocations
Receive preliminary property values from FBCAD
First draft of DIP submitted

June 2016

Refine budgets as necessary
Review district/campus plans and alignment with preliminary expenditure budgets
Refine salary/benefit cost projections
Receive revised property values from FBCAD
Board Workshop for Budget (Session #1)

July 2016

Board Workshop (Session #2)
Receive certified property tax values from FBCAD
Refine revenue/expenditure budgets (all)
Calculate estimated actual and rollback tax rates

August 2016

Final revenue/expenditure budget adjustments
Refine all tax rate calculations
Board Workshop (Session #3)
Board Workshop (Session #4, if needed)
Budget notice/hearing/adoption (Board of Trustees)
Tax rate notice/hearing/adoption (Board of Trustees)
CIP's and DIP finalized

September 2016

CIP's and DIP presented to Board

October 2016

Fort Bend County Tax Office to mail tax statements
File 2016-17 adopted budget through TSDS