



Crook County School District

Where Students Dream, Learn, & Succeed

## Budget Preparation Calendar

Fiscal Year 2015-2016

For Budget Year 2016-2017

<b>January 2016</b>	Budget process & Board priorities Notification to budget committee of first meeting date/time
<b>February 2016</b>	Meet with cost centers for input Compile capital and technology requests from sites/depts Budget preparation guidelines
<b>March 2016</b>	Educational meetings with new budget committee members Enrollment and staffing projections Update long-term plans for reserve funds Compile and prioritize list of budget initiatives Special Funds budget projections
<b>April 2016</b>	Establish changes to programs for following year, if any Complete budget message Assemble budgets
<b>April 1, 2016 and April 15, 2016</b>	Publication of 'Notice of Budget Committee Meeting' Post on district website
<b>April 26, 2016</b> Tuesday	First Budget Committee Meeting
<b>April 27 - May 27, 2016</b>	Additional Budget Committee Meetings
<b>May 27, 2016</b> Friday	Target deadline to approve budget
<b>June 3, 2016</b> Friday	Publish 'Notice of Budget Hearing'
<b>June 13, 2016</b> Monday	Budget hearing and possible adoption
<b>June 30, 2016</b> Thursday	Special Board meeting for end-of-year adjustments (if needed)