

# Budget Preparation Calendar

Fiscal Year 2017-2018

For Budget Year 2018-2019

<p><b>January 2018</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>January 22, 2018 Board Work Session</p> </div>	<p>Budget process &amp; Board priorities</p> <p>Establish changes to programs for following year, if any</p> <p>Notification to budget committee of first meeting date/time</p>
<p><b>February 2018</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>February 21, 2018 Board Work Session</p> </div>	<p>Meet with cost centers for input</p> <p>Compile capital and technology requests from sites/depts</p> <p>Budget preparation guidelines</p>
<p><b>March 2018</b></p>	<p>Educational meetings with new budget committee members</p> <p>Enrollment and staffing projections</p> <p>Update long-term plans for reserve funds</p> <p>Compile and prioritize list of budget initiatives</p> <p>Special Funds budget projections</p>
<p><b>April 2018</b></p>	<p>Complete budget message</p> <p>Assemble budgets</p>
<p><b>April 13, 2018 (Fri) and April 24, 2018 (Tues)</b></p>	<p>Publication of 'Notice of Budget Committee Meeting'</p> <p>Post on district website</p>
<p><b>May 1, 2018</b>    Tuesday</p>	<p>First Budget Committee Meeting</p>
<p><b>May 2 - May 31, 2018</b></p>	<p>Additional Budget Committee Meetings</p>
<p><b>June 1, 2018</b>    Friday</p>	<p>Target deadline to approve budget</p>
<p><b>June 5, 2018</b>    Tuesday</p>	<p>Publish 'Notice of Budget Hearing'</p>
<p><b>June 11, 2018</b>    Monday</p>	<p>Budget hearing and possible adoption</p>
<p><b>June 29, 2018</b>    Friday</p>	<p>Special Board meeting for end-of-year adjustments (if needed)</p>