

**SAN MATEO UNION HIGH SCHOOL DISTRICT
2021-22 BUDGET DEVELOPMENT CALENDAR**

Month	Board Meetings	Due Date	Task	Responsibility	Requirement
January	1/21/2021	1/15/2021	Attend School Services of CA Governors release of initial budget proposal for 2021-22 County Assessors provides preliminary property tax projections Meet with Principal and Departments Review Current Year Preparation for End of Year and Budget Develop budget assumptions	State Governor County Assessor Business Department Business Department Business Department Business Department	State Requirement Local Requirement Local Requirement Local Requirement Local Requirement Local Requirement
February	Feb. 11 & 25		Board update on State Budget proposal Develop Revenue & Enrollment Projections Develop Staffing projections and revise position control accordingly Review Externally Funded budgets Capital Need requests reviewed	Business Department Business Department HR Department Business Department Business Department	Local Requirement Local Requirement Local Requirement Local Requirement Local Requirement
March	March 11	3/4/2021 3/11/2021 3/12/2021	County Assessors provides preliminary property tax projections Special Education Articulation, budgets and transportation changes Present 2020-21 2nd Interim Report based upon actuals through January 31, 2021 Reconciliation of staffing projection FTEs Meet with Principals and Departments Preparation for End of Year and Budget Per Pupil Basic Allocations Athletic budgets Stipends & Discretionary budgets Summer School State and Federal Program Budgets Identify cost of Step and Column movement Cut-off for changes for budget development	County Assessor SPED Department Business Department HR Department Business Department Business Department Business Department Business Department Business Department Curriculum Department Curriculum Department Business Department Business Department	Local Requirement Local Requirement
April	April 1 & 15	3/26/2021	Establish Transportation Fees for 2021-22 Revise Facilities Use Fees for 2021-22 P2 ADA report available Property taxes P2 report becomes available Special Education Budget SELPA projections Work Study Session	Business Department Business Department Business Department Business Department SPED Department Business Department	Local Requirement Local Requirement Local Requirement Local Requirement Local Requirement Local Requirement
May	May 6 & 20	TBD	Attend Governor release of May Revise for 2021-22 Finalize Adopted Budget	State Department Business Department	State Requirement Local Requirement
June	June 10 June 24	6/10/2021 6/24/2021	Hold Public Hearing of Budget and LCAP Adopt Final Budget & LCAP	Curr & Business Curr & Business	Local Requirement Local Requirement