

LOS ALTOS SCHOOL DISTRICT

Budget Development Calendar 2019-20

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| 1. | Superintendent/Business Manager | January 28, 2019 | Submit tentative Budget Calendar to Board |
| 2. | Superintendent/Business Manager | February 1 | Review budget guidelines and develop budget process |
| 3. | Superintendent/Business Manager | February 4 | Prepare 1 st draft of enrollment/ADA projections |
| 4. | Business Manager | February 11 | Preview of 2019-20 Budget to
a) Board
b) Administrative Council (2/12)
c) Budget Review Committee (2/14) |
| 5. | Budget Review Committee | February 14 | Review & discuss budget projections, enrollment projections, layoff procedures; Local Control Accountability Plan (LCAP) |
| 6. | Board | March 1 – April 30 | Establish Board goals for 2019-20 |
| 7. | Superintendent | March 11 | Submit teacher/classified layoff notices (if any) to Board |
| 8. | Business Manager | March 11 | Review budget projections with Board/2 nd Interim Report for 2018-19 |
| 9. | Superintendent/Business Manager | March 12 | Preliminary staffing allocations to Program Managers. Distribute Budget development forms to program managers |
| 10. | Program Managers | March 12 – April 15 | Develop budget and LCAP proposals with staff and councils |
| 11. | Superintendent/Business Manager | April 1 | Review facility usage needs for 2019-20 |
| 12. | Superintendent/Business Manager | April 1 | 2 nd draft of enrollment projections |
| 13. | Program Managers | April 26 | Submit budget proposals to Business Manager |
| 14. | Business Manager/Asst. Supt. Curriculum and Instruction | May 1 – May 31 | Compile Final Budget and LCAP |
| 15. | County Superintendent | May 8 | Review and accept public hearing date, time and location |
| 16. | Budget Review Committee | May 23 | Review Final Budget and LCAP |

17.	Superintendent/Business Manager	May 28	Final enrollment projections Review Final Budget
18.	Business Manager	May 28	Review Final Budget with Administrative Council
19.	Business Manager	June 3	Review Final Budget and LCAP with Board
20.	Board	June 3	Public Hearing on Final Budget and LCAP
21.	Board	June 10	Adopt Final Budget and LCAP for 2019-20
22.	Business Manager	Prior to June 30	File Final Budget and LCAP with County
23.	County Superintendent	August 1	Transmit budget computational data to County Auditor
24.	County Superintendent	August 15	Approve/disapprove Final Budget and LCAP as submitted
25.	Board	August 15 (or 45 days after Governor signs State Budget)	Revise Final Budget based on State Budget
26.	County Auditor	August 15	Transmit computational data and proposed tax rates to County Board
27.	Business Manager	Prior to September 15	Prepare statement of current year total expenses in compliance with Gann Limit
28.	Business Manager	September 15	File Unaudited Financial Statements with County