

LOS ALTOS SCHOOL DISTRICT

Budget Development Calendar 2019-20

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 1st 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/2nd 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 2nd 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