

**Business and Noninstructional Operations****E 3100 (a)****CASTAIC UNION SCHOOL DISTRICT**

<u>Final Date or Period (On or Before)</u>	<u>Actions to be Completed</u>	<u>Explanation</u>
May 15	District files Publication Information for Public	No later than May 15, the District shall notify the Hearing on July 1 Budget County Office of the date(s) and time(s) its public hearing shall be held by returning the "Printer's Copy for Publication of Notice of Public Hearing on 1996-97 School District Budget." (Education Code 42103, 42127)
July 1	District board files budget with County Office of Education (COE)	<ul style="list-style-type: none"><li>• District board holds a public hearing on FINAL budget no earlier than three working days after the budget is available for public inspection (Education Code 42103, 42127 (a) (1) (2))</li><li>• The agenda for that hearing shall be posted at least 72 hours prior to the public hearing and shall include the location where the budget will be available for public inspection (new requirement).</li><li>• District board adopts FINAL budget. Budget and supporting data are made "available for public review."</li><li>• District board files budget with COE, Division of Business Advisory Services, by July 1, later than five days after adoption, whichever comes first. The budget document must include an estimate of year-end actuals.</li><li>• District board completes budget review in accordance with the State Criteria and Standards. The adopted budget must allow the District to meet current and multiyear financial commitments.</li></ul>

**E 3100(b)**

- Budget package must include a statement of the amount the District will pay out of general purpose funds to defray or reduce the tax levy if the District has outstanding voted Indebtedness and the board does not wish to levy the full amount of the property tax requirement for such indebtedness in 1996-97. (Education Code 42127(a) (2))
- Budget package must include:
  - A copy of the District's most recent actuarial report reflecting the estimated accrued amount but unfunded cost of (1) the Health and Welfare benefits for retired employees beyond age 65 and (2) Workers' Compensation claims. (Education Code 42140, 42141)
  - Certification of the amount reserved in the budget for (1) Health and Welfare benefits for retired employees beyond age 65 and (2) Workers' Compensation claims.
- COE examines the District's budget for compliance with State Criteria and Standards and determines the District's ability to meet its current and multiyear financial commitments.
- COE approves or disapproves the budget.
- If the budget is disapproved, COE:
  - transmit recommendations to school District.
  - may assign a fiscal advisor to assist the school District in the development of a budget that complies with COE's revisions.

August 15

COE  
approved/disapproves  
budget

**E 3100(c)**

		<ul style="list-style-type: none"><li>• may also appoint a committee to review the COE's not later than August 20 (This committee is not a regional or state Budget Review Committee (BRC) as defined in Education Code (EC) Sections 1623 and 42127.1 through 42127.3).</li></ul>
August 15	Voted Indebtedness Tax Levies	COE and County Auditor prepare Voted Indebtedness Tax Levies and sends to Districts so they may prepare immediate budget revisions. (Education Code 42127(b))
September 8	District files revised budget	If a budget is disapproved, District reviews COE recommendations at a public meeting and responds to the COE. The response shall include any revisions to the adopted budget and other proposed actions to be taken as a result of the COE's recommendations. (Education Code 42127(i) (1))
September 15	District board files Unaudited Actuals	District board files prior year's unaudited financial statement with the COE. (Education Code 42100)
September 22	COE submits list	COE submits a list to State Superintendent of Public Instruction (SPI) identifying all school Districts for which budgets may be disapproved. (Education Code 42127(i) (z))
45 days after Governor signs Budget Act	School District makes appropriate revisions	Not later than 45 days after the Governor signs the annual Budget Act, the school District shall make available for public review any revisions in revenues and expenditures that it has made to its budget. Budget revisions should be adopted to reflect the funding made available based on changes in the Budget Act. Changes due to recommendations by the county superintendent of schools must be submitted as separate budget revisions. (Education Code 42127(I) (4))

October 8	COE approves/disapproves revised budget	<p>The County Superintendent of Schools examines the revised budget for compliance with the State Criteria and Standards, determines if the District can meet its current and multiyear financial obligations, and approves/disapproves the revised budget.</p> <p>If disapproved, COE:</p> <ul style="list-style-type: none"><li>• calls for the formation of a BRC.</li><li>• may choose to use either a regional or a state BRC.</li></ul>
October 8		COE submits report to SPI identifying all school Districts for which budgets have been disapproved, including a copy of the written response transmitted to those Districts.
October 15	COE files District's unaudited actuals with SPI	COE reviews the District's unaudited actuals for accuracy and files them with the SPI.
October 31		Districts notify COE of plan to use July 1 adoption date for fiscal year.

\*If the "Final Date" occurs on a Saturday or Sunday, the reporting due date shall be on the following Monday.