

Austin Independent School District
FY2018-19 Fiscally Responsible Budget Development Calendar

Budget Development Calendar		Calendar Dates For FY2018-19
1	Budget Department Develops Templates for Departments & Programs	08/14/2017- 09/4/2017
2	Establish Partnership between Finance, HR, and Academic Staff with weekly meetings	08/14/2017- 09/4/2017
3	Conduct budget training work shops	8/1/2017- 8/31/2017
4	Review Financial Policies to Adopt budget in line with fund reserve and balanced budget.	08/14/2017- 08/18/2017
5	CFO Reviews and Approves Templates for department BTO's	09/04/2017- 09/15/2017
6	Public Hearing on School Financial Integrity Results	09/26/2017
7	Budget and Finance Advisory Committee (BFAC) Quarterly meetings to discuss current budget and gather community feedback on balancing budget.	September, November, January, April
8	Gather administrative feedback on budget through established administrative meetings: o High 5 (monthly basis) o UE 2.0 (bi-monthly basis) o Principals (Elementary, Middle, and High School) (bi-monthly basis)	October - June
9	Budget staff conducts department budget workshops.	10/16/2017 &10/17/2017
10	Board approves the FY 2018-19 Budget Development Calendar	10/23/2017
11	Departments & Programs work with the budget office to develop detailed spending plans.	10/16/2017- 11/17/2017
12	District Advisory Council (DAC) (November, December, and as requested to discuss current budget and gather community feedback on balancing budget	November, December, and as requested
13	Meet with Education Austin to discuss current budget and gather feedback on balancing budget.	Education Austin (November, and as requested)
14	Budget Intro: Board holds discussion on 2017 fiscal year end audit results and preliminary impact on the budget forecast for FY2019.	11/13/2017
15	Apply Cost Analysis to the budget (A-ROI) = ((Learning Increases)X (Number of Students Helped))/ Dollars spent	10/13/2017- 12/1/2017
16	Lunch Online Survey/ other electronic communications to gather community feedback on budget, expense reduction and revenue ideas.	Open in November
17	Thanksgiving Break	11/20/2017- 11/24/2017

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18	Board approves 1st Quarter Reports (July-September): <ul style="list-style-type: none"> o Budget to Actual Report o Investment and Tax Report o Budget Amendment Report 	11/27/2017
19	Conduct Community Conversations on the Budget using both traditional methods and other social media.	December - January
20	District wide staff meeting to gather feedback on budget.	December - January
21	Winter Break	12/20/2017-01/01/2018
22	Board Budget Development Workshop #2: Board Discussion on Projected Revenues and Expenditures for FY2019 <ul style="list-style-type: none"> o FY 2019-21 Forecast o Local Option Exemptions o Health Care Cost o Student Meal Prices 	01/08/2018
23	Allocate Resources to individual School Sites and Departments. The district follows the guidelines in Best Practice for staff ratio. Elementary, Secondary School BTO's issued to sites	1/15/2018-1/19/2018
24	Departmental & Program BTO's Due to the budget department	01/19/2018-02/9/2018
25	Elementary, Secondary School BTO's returned to budget office for analysis.	02/12/2018
26	Budget Department determines differences in projected revenue and expenditures. Budget works with Finance to determine Maintenance of Effort (MOE) and PIC compliance. Provides analysis to High Five.	02/12/2018-02/23/2018
27	Board Approves 2nd Quarter Reports (October-December) <ul style="list-style-type: none"> o Budget to Actual Report o Investment and Tax Report o Budget Amendment Report 	02/26/2018
28	High Five reviews and proposes edits to align expenditures with revenue.	02/26/2018-03/09/2018
29	Develop a strategic financial stabilization plan based on Elementary, Secondary, Department, community and board feedback. .	2/1/2018-3/2/2018
30	Develop a plan of action. Describes the steps taken to implement the Instructional Priorities and money saving ideas, along with responsible parties.	2/1/2018-3/2/2018
31	Spring Break	03/12/2018-03/16/2018

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32	Budget Department implements High Five Recommendations into the Preliminary Budget	03/19/2018
33	Board Budget Development Workshop #3: Presentation of the FY 2018-19 Preliminary Budget and Multi-Year Stabilization Plan o Preliminary Budget presentation and stabilization plan discussion	04/23/2018
34	Board approves Consultation Agreement regarding the Compensation & Health Benefits Plans	04/23/2018
35	Administration refines budget as needed from stakeholder feedback	04/23/2018- 05/02/2018
36	'Board Budget Development Workshop #4: Presentation of the FY 2018-19 Recommended Budget o Recommended Budget Presentation and discussion o Multi-Year Budget stabilization plan discussion	05/14/2018
37	Board Approves 3rd Quarter Reports (January - March) o Budget to Actual Report o Investment and Tax Report o Budget Amendment Report	05/28/2018
38	<ul style="list-style-type: none"> • Board holds Public hearing on proposed budget and tax rate • Board Adopts FY 2018-19 Governmental Funds Budget • Board approves Multi-Year Budget Stabilization Plan 	06/25/2018
39	Board Adopts the FY 2018-19 Tax Rate	08/27/2018
40	Board approves 4th Quarter Reports (April-June) o Budget to Actual Report o Investment and Tax Report o Budget Amendment Report	10/22/2018
41	Put strategies into practice and evaluate results	FY 2019

*	Blue designates financial reports to the board	
*	Yellow indicates budget items to board	