

Eagle Mountain-Saginaw ISD

2014-2015 Preliminary Budget Calendar

Activity	Date	Area of Responsibility
Preliminary Budget Process/Guidelines for 2014-2015 presented to the Board of Trustees	January 20, 2014	Chief Financial Officer; Board of Trustees
Enrollment Projections/Staffing Allotments	January-February	Superintendent; Leadership Team; Principals
Budget Software Training for Departments and Campuses	February 6, 2014	Director of Budget, Taxes & Investments; All Budget Managers & staff who will assist with budget input.
Prepare cost template for staffing plan based on initial staffing allotments.	March 7, 2014	Chief Human Resource Officer; Chief Financial Officer; Director of Budget, Taxes & Investments; Superintendent; Leadership Team
Determine funds available for non-personnel needs and allocate funds for base budgets, enhancements, and capital needs	March 21, 2014	Chief Financial Officer; Director of Budget, Taxes & Investments; Superintendent; Leadership Team
Preliminary Budget Process/Guidelines for 2014-2015 presented to the Board of Trustees	March 24, 2014 (Budget Workshop) (Special Meeting)	Chief Financial Officer; Board of Trustees
Allocations presented to Principals – Budget Managers	April 17, 2014 (DLT meeting)	Chief Financial Officer; Director of Budget, Taxes & Investments;
Budget Workshop Update for Board of Trustees	April 21, 2014	Chief Financial Officer; Board of Trustees
Update Staffing plan and costs and adjust budget areas as necessary	April 28, 2014	Campus staff and Campus Budget Managers
Preliminary Tax Roll	May 15, 2014	Chief Financial Officer, Director of Budget, Taxes & Investments
Deadline for submission of budget to the Finance Department	May 23, 2014	All Budget Managers/Administrators
Budgets sent to Leadership Team for Review	May 27, 2014	Superintendent and Leadership Team
Leadership team meets to discuss base budgets, enhancement requests and capital needs	June 16, 2014	Superintendent and Leadership Team
Budget Workshop for Board of Trustees	June 30, 2014 (Special meeting – called if needed)	Chief Financial Officer; Board of Trustees
Proposed 2014-2015 Budget to Board of Trustees	July 21, 2014	Chief Financial Officer; Board of Trustees

Approval of Proposed Salary Plan	July 21, 2014	Chief Human Resource Officer; Chief Financial Officer
Certified Tax Roll	July 25, 2014	Tarrant Appraisal District
Publish Notice of Public Hearing	August 1, 2014	Chief Financial Officer
Conduct Public Hearing on Proposed 2014-2015 Budget & Proposed Tax Rate	August 18, 2014	Chief Financial Officer; Board of Trustees
2014-2015 Budget and Tax Rate Adoption	August 18, 2014	Board of Trustees
Finalized Official 2014-2015 Budget Documents	September 1, 2014	Chief Financial Officer; Director of Budget, Taxes & Investments