



Eagle Mountain-Saginaw Independent School District 2017-2018 Preliminary Budget Calendar

Date	Activity	Area of Responsibility
*December 12, 2016	Preliminary Budget Process/Guidelines for 2017-2018 presented to the Board of Trustees	Chief Financial Officer; Board of Trustees;
January-March	Enrollment Projections/Staffing Allotments	Superintendent; Leadership Team; Principals;
February-March	Prepare cost template for staffing plan based on initial staffing allotments	Chief Human Resource Officer; Chief Financial Officer; Superintendent; Leadership Team;
*February 27, 2017	Board Meeting	Budget Report and Update
March 10, 2017	Send out information on Budget Enhancements/Increases Forms to Budget Managers	Director of Budget, Taxes & Investments;
April 5, 2017	2017-2018 Calendars Create Calendars in Salary Negotiations.	Director of Budget, Taxes & Investments; Compensation Data Analyst; Payroll and Human Resources;
April 5-6, 2017	Create Salary Negotiations and prepare process to update Board approved positions.	Director of Budget, Taxes & Investments; Compensation Data Analyst
April 5-6, 2017	Upload updated 2017-2018 Teacher Matrix and TASB groups.	Director of Budget, Taxes & Investments; Compensation Data Analyst; Payroll and Human Resources.
*April 17, 2017 (Budget Workshop)	Budget Workshop Update for Board of Trustees	Chief Financial Officer; Board of Trustees;
April 18-21, 2017	Budget Software Training for Departments and Campuses	Campus and Department Budget Managers and staff who will assist with budget input. Director of Budget, Taxes & Investments
April 18-21, 2017	Allocations presented to Principals and Budget Managers	Chief Financial Officer; Director of Budget, Taxes & Investments;
May 1, 2017	Budget Enhancement and Budget Increase Forms Due to Budget office	Campus and Department Budget Managers with the Director of Budget, Taxes & Investments

*Board Meetings

**Eagle Mountain-Saginaw Independent School District
2017-2018 Preliminary Budget Calendar (continued)**

Date	Activity	Area of Responsibility
*May 15, 2017	Preliminary Tax Roll	Chief Financial Officer, Director of Budget, Taxes & Investments
May 15, 2017	Update Staffing plan and costs and adjust budget areas as necessary	Campus staff and Campus Budget Managers
May 31, 2017	Deadline for submission of budget to the Budget Department	Campus and Department Budget Managers with the Director of Budget, Taxes & Investments
June 2017	Budgets sent to Leadership Team for Review	Superintendent and Leadership Team
*June 19, 2017	Leadership team meets to discuss base budgets, enhancement requests and capital needs	Superintendent and Leadership Team
July 14, 2017	Public Notice for Budget and Proposed Tax Rate	Chief Financial Officer
*July 17, 2017	Proposed 2017-2018 Budget to Board of Trustees	Chief Financial Officer; Board of Trustees
July 17, 2017	Approval of Proposed Salary Plan	Chief Human Resource Officer; Chief Financial Officer
July 25, 2017	Certified Tax Roll	Tarrant Appraisal District
*August 21, 2017	Conduct Public Hearing on Proposed 2017-2018 Budget & Proposed Tax Rate	Chief Financial Officer; Board of Trustees
August 21, 2017	2017-2018 Budget and Tax Rate Adoption	Board of Trustees
August 21, 2017	Finalized Official 2017-2018 Budget Documents	Chief Financial Officer; Director of Budget, Taxes & Investments

*Board Meetings