

**Spring Branch Independent School District
Agenda Item Information**

Date of Board Meeting: March 22, 2010

Subject: Discussion of FY 2011 Budget Process

Administrator Responsible:

Name: Karen Wilson

Position: Associate Superintendent, Finance

Purpose of Agenda Item: Discussion

ADDITIONAL INFORMATION AND/OR BACK-UP:

Attached is a timeline for adoption of the FY 2011 Budget.

FY 2011 Budget Timeline

April 2010 8 Publish notice for 1st public hearing on FY 2011 Budget

 12 Board discussion of salary and benefits for FY 2011

 26 First public hearing on FY 2011 Budget and Tax Rate
 Board approval of salary and benefits for FY 2011
 Board discussion of the FY 2011 Budget

May 2010 6 Publish notice for 2nd public hearing on FY 2011 Budget

 10 Board discussion of the FY 2011 Proposed Budget

 17 Second public hearing on the FY 2011 Budget and Tax Rate
 Board adoption of the FY 2011 Budget

The Tax Rate discussion and adoption will occur in the early fall after the District receives the certified rolls.

Spring Branch Independent School District
Budget Calendar For The Year Ending June 30, 2011

R E V I E W / A D O P T	<u>March</u>	<u>22</u> Board update on FY 2011 Budget and Budget Process
	<u>April</u>	<u>8</u> Public notice to newspaper for 1st public hearing on FY 2011 Budget <u>12</u> Board workshop with discussion of salary and benefits <u>26</u> Public Hearing #1 on FY 2011 Budget <u>26</u> Board approval of the FY 2011 salary and benefit schedules and discussion of the FY 2011 Budget <u>30</u> Certified estimated values due to tax assessor
	<u>May</u>	<u>6</u> Public notice to newspaper for 2nd public hearing on FY 2011 Budget and proposed tax rate <u>10</u> Board workshop with discussion of FY 2011 Budget <u>17</u> Public Hearing #2 on FY 2011 Budget <u>17</u> Board approval of the FY 2011 Budget
	<u>June</u>	<u>21</u> FY 2011 budgets distributed to the campuses and departments <u>28</u> Board approval of the FY 2010 Final Amended Budget
	<u>July</u>	
	<u>August</u>	<u>30</u> Chapter 41 letter of intent sent to TEA <u>30</u> Chapter 41 option 3 contract sent to TEA <u>30</u> Chapter 41 no tuition charged letter sent to TEA

Spring Branch Independent School District
Budget Calendar For The Year Ending June 30, 2011

P L A N N I N G	<u>September 2009</u>	<ul style="list-style-type: none"> <u>16</u> Human resources to meet with Operations regarding enrollment collection <u>18</u> Board reviews the FY 2011 budget development process and calendar 	
	<u>October</u>	<ul style="list-style-type: none"> <u>6</u> Enrollment data collected by Operations department <u>9</u> Senior Staff discussion of budget process <u>13</u> Preliminary FY 2011 revenue and expenditure projections prepared by Finance Department <u>14</u> Human Resources begins collection of salary survey data <u>19</u> Enrollment projections @ October 6th due from Operations to Senior Staff <u>19</u> Senior Staff discusses Enrollment and Budget Projections <u>20</u> Enrollment projections due to Human Resources from Operations <u>26</u> Board approval of the FY2010 Tax Rate <u>30</u> Budget development packages discussed with the Strategic Planning Team <u>30</u> Budget development packages sent to departments 	
	<u>November</u>	<ul style="list-style-type: none"> <u>2</u> Enrollment projections due from Operations to Senior Staff <u>2</u> Staffing projection summaries due to Senior Staff from Human Resources <u>2</u> Senior Staff reviews enrollment and staffing formulas <u>5</u> Budget development packages discussed with Elementary Principals <u>5</u> Preliminary enrollment and staffing projections given to Elementary Principals from Human Resources <u>9</u> Board Workshop to develop the Board budget priorities <u>12</u> Budget development packages discussed with Middle School Principals <u>12</u> Preliminary enrollment and staffing projections given to Middle School Principals from Human Resources <u>16</u> Revenue projections due from Finance to Senior Staff <u>19</u> Budget development packages discussed with High School Principals <u>19</u> Preliminary enrollment and staffing projections given to High School Principals from Human Resources <u>20</u> Board budget priorities and budget calendar shared with the Strategic Planning Team <u>23</u> Board approval of the Comprehensive Annual Financial Report for FY 2009 <u>30</u> Budget development packages are sent to the campuses <u>30</u> Staffing projections due to Finance from Human Resources <u>30</u> Salary schedule due to Finance from Human Resources <u>30</u> Enrollment projection comments due to Operations from Principals 	
	<u>December</u>	<ul style="list-style-type: none"> <u>4</u> Departmental budget development packages entered into MUNIS <u>7</u> Departmental budgets reviewed by Senior Staff <u>11</u> District-wide cost projections including salaries completed <u>18</u> Internal Draft Budget completed 	
	<u>January 2010</u>	<ul style="list-style-type: none"> <u>11</u> Senior Staff reviews the Internal Draft Budget <u>11</u> Board Workshop <u>12</u> Enrollment data collected <u>15</u> Campus budget development packages entered into MUNIS <u>18</u> Senior Staff reviews campus/department additional staffing requests <u>20</u> Revised enrollment projections due from Operations to Human Resources 	
	<u>February</u>	<ul style="list-style-type: none"> <u>1</u> Revised revenue projections due to Senior Staff from Finance <u>1</u> Revised enrollment projections (from Jan 12th data collection) due to Senior Staff from Operations <u>1</u> Revised enrollment projections due to Finance/Human Resources from Senior Staff <u>1</u> Final approval of staffing formulas by Senior Staff <u>15</u> Human Resources presents an update of the salary survey data <u>22</u> Draft preliminary budget completed <u>22</u> Board approval of the enrollment projections <u>22</u> Board approval of the staffing ratios <u>23</u> Budget Project Team meeting <u>24</u> Revised staffing sent to campuses from Human Resources 	
	R E Q U E S T / C O M P I L E		