

**IRVING INDEPENDENT SCHOOL DISTRICT  
2009-2010 BUDGET CALENDAR**

**DRAFT**

**BOARD DUTY**

**ADMINISTRATION DUTY**

January, 2009	Department of Planning & Research releases 2009-2010 projected enrollment.	
January 30, 2009		Send out Special Project and Enhancement forms; Staffing and Supplemental Duty Pay Request forms; Maintenance Review forms; Public Budget Input forms (Due date March 6, 2009 to appropriate Assistant Superintendent).
February 17, 2009	(7:00 P.M. Regular Board Meeting) Finance Committee: 2009-2010 Budget Calendar draft presented to Finance Committee for input. Finance Committee: Discuss 2009-2010 budget format and parameters.	
February 18, 2009		General Principals Staff Meeting. Briefing on budget process for 2009-2010.
March 6, 2009		Campus/Department: Due date for Staffing/Stipend Requests, Special Project Requests, and Enhancement Requests to appropriate Assistant Superintendent and Maintenance Review Requests to Scott Layne.
March 9, 2009	(7:00 P.M. Regular Board Meeting) Public Budget Input.	Budget Input forms disseminated to patrons through the March issue of "Inside IISD".
March 13, 2009		Assistant Superintendents: Due date for approved Staffing/Stipend Requests to Dr. Neil Dugger.
March 26, 2009		Munis Budget Training: 8:30-10:00 A.M. <u>or</u> 12:30-2:00 P.M. Business Office distributes budget instructions and training on Munis (Training Room #3).
March 27, 2009		Munis Budget Training: 8:30-10:00 A.M. <u>or</u> 12:30-2:00 P.M. Business Office distributes budget instructions and training on Munis (Training Room #3).  Assistant Superintendents: Due date for Special Project Requests, Enhancement Requests and Maintenance Review Requests to Budget Office.
March 30, 2009		Munis available for next year budget entry.
April 2-3, 2009		Budget Committee to meet to review Staffing/Stipend Requests, Special Projects Requests, Enhancement Requests and Maintenance Review Requests.
April 6, 2009	Consider Adoption of Teacher Salary Schedules for 2009-2010.	Dr. Neil Dugger prepares and presents teacher salary schedules to be adopted by Board.

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**ADMINISTRATION DUTY**

April 20, 2009	(7:00 P.M. Regular Board Meeting) Public Budget Input  Noon Work Session. Administration's Budget Forecast Presented.  Consider adoption of 2009-2010 Teacher Salary Schedules.	Public Input forms received from patrons for cost analysis and distributed to appropriate department and/or campus.  Administration presents budget forecast.  Dr. Neil Dugger prepares and presents salary schedules to be adopted by the Board.
May 1, 2009		Budget rolls in accounting for 1 <sup>st</sup> six weeks purchase order processing.
May 4, 2009	(7:00 P.M. Regular Board Meeting) Public Budget Input.	Campus/Department: First day to enter 1 <sup>st</sup> six week purchase orders.
May 18, 2009	(7:00 P.M. Regular Board Meeting) Public Budget Input. Noon Work Session. Board reviews First Budget Draft. Board reviews Administration's recommended 2009-2010 staffing requirements	Administration presents First Budget Draft, proposed fiscal goals and program priorities for Board consideration.  Administration presents new staffing requests and recommended additions to the 2009-2010 budget.  Campus/Department: Last day to enter budget
May 21, 2009		Receive preliminary values from DCAD.
June 5, 2009		Last day to enter 1 <sup>st</sup> six weeks purchase orders.
June 11-12, 2009		Administrative review of budgets.
June 15, 2009	(7:00 P.M. Regular Board Meeting) Public Budget Input. Noon Work Session. Board reviews Second Budget Draft. Board authorizes purchase orders for supplies and materials needed during the 1 <sup>st</sup> six weeks.	Administration presents Second Budget Draft for Board Consideration.  Administration prepares resolution to approve supplies and materials for First Six Week Purchase Orders.
June 16, 2009		First day to enter next year's purchase orders (mailed out after August 1 <sup>st</sup> ).
July 20, 2009	(7:00 P.M. Regular Board Meeting) Noon Work Session. Board reviews Preliminary Budget Draft. Direct administration to prepare an Administrative Recommended Budget.	Administration presents Preliminary Budget Draft.
July 21, 2009		Revise Budget if necessary under direction of Superintendent with input from Board. Administrative review and corrections/additions/deletions to campus and department budget requests.

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**BOARD DUTY**

**ADMINISTRATION DUTY**

July 23, 2009

Receive certified tax roll.

August 3, 2009

(7:00 P.M. Regular Board Meeting)  
Review Administration's Recommended Budget.

Business Office presents the Administration's Recommended Budget.

Set the date, time and place for "Public Meeting to Discuss Budget and Proposed Tax Rate". (Suggested date August 24, 2009 at 7:00 P.M. Regular Called Meeting).

Tax Office prepares resolution and order for "Public Meeting to Discuss Budget and Proposed Tax Rate".

Announce Public Meeting to Discuss Budget and Proposed Tax Rate and Adoption of the Budget and Tax Rate on August 24, 2009 at 7:00 P.M. Regular Board Meeting (Can be the same date as the Public Meeting on the Budget and Proposed Tax Rate).

Authorize Administration to publish "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate Increase".

August 13, 2009

Publish "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate" (at least 10 days but no more than 30 days prior to meeting).

August 21, 2009

Post (72 hr) Notice of Public Meeting to Discuss Budget and Proposed Tax Rate, Notice of Budget Adoption, and Vote on Tax Rate Meeting.

August 24, 2009

(7:00 P.M. Regular Board Meeting)  
Public Meeting to Discuss Budget and Proposed Tax Rate.

Board approves Certified Tax Roll for 2009 and anticipated Collection Rate.

Tax Office prepares resolution and order approving 2009 Certified Tax Roll and resolution and order approving Anticipated Collection Rate.

August 24, 2009

ADOPTION OF 2009-2010 BUDGET.  
Vote on Tax Rate (can be same date as adoption of Budget but must be a separate agenda item and after the Budget is adopted.)

Business Office prepares official resolution and order to adopt the budget and presents Budget.

Tax Office prepares resolution and order levying advalorem taxes.

September 21, 2009

Approves Partial Tax Roll for 2009.

Tax Office prepares Partial Tax Roll for 2009 for Board Approval.