



NICOLET

HIGH SCHOOL

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2020-21 Budget Planning Timeline

October ('19)	<ul style="list-style-type: none">● Board certifies tax levy and approves budget changes for 2019-20 school year
November ('19)	<ul style="list-style-type: none">● District prepares 2018-19 Annual Report (Due: 11/20)● District prepares DPI budget report and ESSA School Level Reporting for 2019-20 (Due 11/29 and 12/13 respectively)● Approval of new/updated/eliminated courses (11/25)
December ('19)	<ul style="list-style-type: none">● Release budget request form to department leaders (12/4)● Attend Baird Workshop for fiscal forecasting (12/6)● Board approval of 2020-21 Budget Planning Timeline (12/16)● DPI PI-1202 report prepared by Business Office (Due 12/19)
January ('20)	<ul style="list-style-type: none">● Budget requests due from department leaders for 2020-21 due (1/10)● January Student Count (1/10)● Conduct discussion at Board Workshop to establish 2020-21 Budget Assumptions (1/16)● Conduct budget discussions with district Leadership Team (LT) (1/21)<ul style="list-style-type: none">○ Review revenue assumptions for 2020-21○ Review expenditure assumptions for 2020-21○ Preliminary budget review prior to addition of budget requests○ Begin discussion on 2020-21 district priorities○ Review budget requests (if any)○ Prioritize budget requests● Open Enrollment seats determined at Board Meeting (1/27)● Teacher retirement notices due by end of month
February ('20)	<ul style="list-style-type: none">● Prepare Budget Guidelines based on:<ul style="list-style-type: none">○ Enrollment Projection○ Revenue/Expenditure assumptions○ Staffing Projection○ Budget Requests● Present Budget Guidelines to LT (2/10)● Present Budget Guidelines at Board Workshop (2/13)● Board Approval of Budget Guidelines (2/24)● Distribute budget sheets to budget managers (2/25)
March ('20)	<ul style="list-style-type: none">● Department budget development● Budget managers submit 2020-21 budgets to business office (Due: 3/20)● Staffing needs assessment begins (post-registration)
April ('20)	<ul style="list-style-type: none">● Staffing needs assessment continued● Personnel/Staffing (if any) decisions to Board (4/27)● 2019-20 Insurance Renewals (if available) to Board (4/27)

	<ul style="list-style-type: none"> ● Finalization of school fees for 2020-21 to Board (4/27) ● Begin preparation of Budget Draft #1
May ('20)	<ul style="list-style-type: none"> ● Budget Draft #1 presented at Board Workshop (5/14) ● Budget Draft #1 to Board for Approval (5/26)
June ('20)	<ul style="list-style-type: none"> ● Preliminary Audit field work
July ('20)	<ul style="list-style-type: none"> ● Preliminary Audit field work ● Equalization Aid estimates released by DPI (7/1) ● 2020-21 fiscal year begins (7/1) ● DPI Transportation Report Due (Due Date: Early July) ● School Calendar Report Due (Due Date: TBD)
August ('20)	<ul style="list-style-type: none"> ● Publish Budget Draft #1 in NorthShore Now (Due Date: Early August) ● Financial audit (Date: TBD) ● DPI School Census (Due Date: TBD) ● Annual Meeting/Budget Hearing (Date: TBD) ● Line of Credit Resolution approved (Date: TBD)
September ('20)	<ul style="list-style-type: none"> ● 2019-20 Aid Certification and Special Ed. Annual Report due to DPI ● Transfer of Service (Due Date: TBD) ● Summer School Pupil Count (Due Date: TBD) ● Third Friday Pupil Count (9/18) ● Budget updated to reflect finalized costs
October ('20)	<ul style="list-style-type: none"> ● 220 Program Report Due (PI-1541) (Date: 10/15) ● Wisconsin DPI provides certified Equalization Aid (10/15) ● Budget finalized in Skyward Financial Management System ● Business Office makes changes to and Board adopts "Original Budget" (Budget Draft #2) and certifies the property tax levy (Date: TBD) ● Certified levy sent to municipalities
November ('20)	<ul style="list-style-type: none"> ● District prepares 2019-20 Annual Report (Due Date: TBD) ● District prepares DPI budget report and ESSA School Level Reporting for 2020-21 (Due Dates: TBD)
