



NICOLET

HIGH SCHOOL

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2019-20 Budget Planning Timeline

October ('18)	<ul style="list-style-type: none">● Board certifies tax levy and approves budget changes for 2018-19 school year
November ('18)	<ul style="list-style-type: none">● DPI 1202 report prepared by HR (Due 11/26)● District prepares DPI budget report and ESSA School Level Reporting for 2018-19 (Due 12/1 and 12/14 respectively)● DPI high cost special education claims prepared by Pupil Services Department (Due 12/1)● Business Office introduces pCard Program to District● Develop 2019-20 budget calendar
December ('18)	<ul style="list-style-type: none">● Discuss changes to budget process for 2019-20 school year with LT (12/03)● Begin budget discussions with department leaders (delineate process for 2019-20 budget requests) (12/03/18-1/11/19)● Board approves new course proposals for 2018-19
January ('19)	<ul style="list-style-type: none">● Begin budget discussions with district Leadership Team (LT) (1/7)<ul style="list-style-type: none">○ LT learns results of department leader meetings○ LT reviews budget requests (if any)● Discuss budget request process with LT (1/7)● January Student Count (1/11)● Review revenue assumptions for 2018-19 with LT (01/14)● Review expenditure assumptions 2018-19 with LT (01/14)● LT begins discussion on 2019-20 district priorities, budget requests, and staffing changes/updates (01/14)● Teacher retirement notices due (1/15)● Open Enrollment seats determined at Board Meeting (1/28)
February ('19)	<ul style="list-style-type: none">● Prepare Budget Guidelines based on:<ul style="list-style-type: none">○ Revenue/Expenditure assumptions○ Enrollment Projection○ Staffing Projection● Present Budget Guidelines to LT (02/11)● Present Budget Guidelines at Board Workshop (02/14)● Budget guidelines to Board of Education (2/25)
March ('19)	<ul style="list-style-type: none">● Budget allocations provided to departments (3/1)● Department budget development prepared by budget managers in GoogleSheets<ul style="list-style-type: none">○ Meet with Department budget managers as necessary● Staffing needs assessment conducted (post-registration)<ul style="list-style-type: none">○ Begin drafting personnel budget
April ('19)	<ul style="list-style-type: none">● Department budgets (GoogleSheets) due to Business Office (04/01)

Together with our families and community, we will inspire students to be passionate learners, creative thinkers and innovative leaders who enrich our world.

	<ul style="list-style-type: none"> ● Personnel/Staffing (if any) decisions to Board (4/23) ● 2019-20 Insurance Renewals (if available) to Board (4/23) ● 2019-20 Transportation Renewal (if available) to Board (4/23) ● Finalization of school fees for 2019-20 to Board (4/23) ● Begin preparation of Budget Draft #1
May ('19)	<ul style="list-style-type: none"> ● Present Budget Draft #1 at Board Workshop (5/16) ● Budget Draft #1 to Board for Approval (5/28)
June ('19)	<ul style="list-style-type: none"> ● Preliminary Audit field work
July ('19)	<ul style="list-style-type: none"> ● Equalization Aid estimates released by DPI (7/1) ● 2019-20 fiscal year begins (7/1) ● School Calendar Report Due (Date: TBD) ● Preliminary Audit field work ● DPI Transportation Report Due (early July)
August ('19)	<ul style="list-style-type: none"> ● Financial audit (Date: TBD) ● DPI School Census Due ● Budget draft #2 to Board Workshop (Date: TBD) ● Budget draft #2 to Board (Date: TBD) <p><i>Note: Budget Draft #2 will be presented to public at annual meeting in September</i></p>
September ('19)	<ul style="list-style-type: none"> ● 2018-19 Annual Report 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 (9/20) (Due Date: TBD) ● 2019-20 Budget Hearing and Annual Meeting (Date: TBD) ● Line of Credit Resolution approved (Date: TBD)
October ('19)	<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 ● Board makes changes to and adopts revised budget (Budget Draft #3) and certifies the property tax levy (Date: TBD) ● Certified levy sent to municipalities ● Food Service: PI-1441 and FNS-10 Due
December ('19)	<ul style="list-style-type: none"> ● Budget Report and Special Education Reports due to State (12/1/19) ● ESSA School Level Reporting due to State (Date: TBD)
