



**2021-22 Budget Planning Timeline**

October ('20)	<ul style="list-style-type: none"> <li>● Submit 2019-20 school level reporting data to DPI (10/02)</li> <li>● Submit 2020-21 PI 1563 Sept (Pupil Count) and PI 1804 (Summer School Pupil Count) to DPI (10/02)</li> <li>● Board certifies 2020-21 PI 401 (tax levy) and District submits to DPI (10/26)</li> <li>● Board approves 2020-21 Original Budget (10/26) and District finalizes in financial management system</li> </ul>
November ('20)	<ul style="list-style-type: none"> <li>● Board approves new/updated/eliminated courses (11/23)</li> <li>● Submit 2020-21 PI 1504 (Budget Report) to DPI (Due: 11/30)</li> </ul>
December ('20)	<ul style="list-style-type: none"> <li>● Business Director releases 2021-22 budget request form to department leaders (12/04)</li> <li>● District submits 2020-21 PI 1570 (High Cost Special Ed Claims) to DPI (12/04)</li> <li>● Board approves 2021-22 Budget Timeline (12/14)</li> </ul>
January ('21)	<ul style="list-style-type: none"> <li>● Business Director collects 2021-22 Budget requests due from department leaders (01/08)</li> <li>● Submit PI 1563-Jan (January Student Count) to DPI (01/08)</li> <li>● Business Director conducts discussion at Board Workshop to establish 2021-22 Budget Assumptions (01/14)</li> <li>● Business Director conducts budget discussion with District Leadership Team (DLT) to review budget and budget requests (01/19)             <ul style="list-style-type: none"> <li>○ Review revenue assumptions for 2021-22</li> <li>○ Review expenditure assumptions for 2021-22</li> <li>○ Review district priorities for 2021-22</li> <li>○ Review budget requests for 2021-22</li> <li>○ Prioritize budget requests for 2021-22</li> </ul> </li> <li>● Board approves Open Enrollment seats (01/25)</li> <li>● Teacher retirement notices due by end of month (01/31)</li> </ul>
February ('21)	<ul style="list-style-type: none"> <li>● Business Office prepares Budget Guidelines based on:             <ul style="list-style-type: none"> <li>○ Enrollment Projection</li> <li>○ Revenue/Expenditure assumptions</li> <li>○ Staffing Projection</li> <li>○ Budget Requests</li> </ul> </li> <li>● Business Director presents Budget Guidelines to Leadership Team (02/08)</li> <li>● Business Director presents Budget Guidelines at Board Workshop (02/11)</li> <li>● Board Approves 2021-22 Budget Guidelines (02/22)</li> <li>● Business Director releases 2021-22 budget allocations to budget managers (02/26)</li> </ul>
March ('21)	<ul style="list-style-type: none"> <li>● Department budget development</li> <li>● Budget managers submit 2020-21 budgets to business office (Due: 3/19)</li> <li>● Staffing needs assessment begins (post-registration)</li> </ul>

April ('21)	<ul style="list-style-type: none"> <li>● Staffing needs assessment continued</li> <li>● Personnel/Staffing (if any) decisions to Board (4/26)</li> <li>● 2021-22 Insurance Renewals (if available) to Board (4/26)</li> <li>● Finalization of school fees for 2020-21 to Board (4/26)</li> <li>● Begin preparation of Budget Draft #1</li> </ul>
May ('21)	<ul style="list-style-type: none"> <li>● Budget Draft #1 presented at Board Workshop (5/13)</li> <li>● Budget Draft #1 to Board for Approval (5/24)</li> </ul>
June ('21)	<ul style="list-style-type: none"> <li>● Preliminary Audit field work</li> </ul>
July ('21)	<ul style="list-style-type: none"> <li>● 2020-21 fiscal year begins (7/1)</li> <li>● Preliminary Audit field work</li> <li>● Equalization Aid estimates released by DPI (7/1)</li> <li>● Submit DPI Transportation Report (Due Date: Early July)</li> </ul>
August ('21)	<ul style="list-style-type: none"> <li>● Publish Budget Draft #1 in NorthShore Now (Due Date: Early August)</li> <li>● Financial audit (Early August)</li> <li>● Submit PI 1505 - School Census (Due Date: TBD)</li> <li>● Submit PI 1505 - School Calendar Report (Due Date: TBD)</li> <li>● Annual Meeting/Budget Hearing (Date: TBD)</li> <li>● Line of Credit Resolution approved (Date: TBD)</li> <li>● Submit PI 1505 - AC (Aid Certification) (Due Date: TBD)</li> </ul>
September ('21)	<ul style="list-style-type: none"> <li>● Submit PI 1505 Annual Report and PI 1505-SE Special Ed. Annual Report (Date: TBD)</li> <li>● Submit any Transfer of Service Requests (Due Date: TBD)</li> <li>● Submit PI 1804 - Summer School Pupil Count (Due Date: TBD)</li> <li>● Conduct Third Friday Pupil Count and submit PI 1563 – (Date: Late September)</li> <li>● Budget updated to reflect finalized costs</li> </ul>
October ('21)	<ul style="list-style-type: none"> <li>● Submit PI 1541 220 Program Report (Due Date: TBD)</li> <li>● Submit SLR – Annual (School Level Reporting) (Due Date: TBD)</li> <li>● Wisconsin DPI provides certified Equalization Aid (10/15)</li> <li>● Budget finalized in Skyward Financial Management System</li> <li>● Business Director makes changes to and Board adopts “Original Budget” (Budget Draft #2) and certifies the property tax levy (Date: TBD)</li> <li>● Certified levy sent to municipalities</li> </ul>
November ('21)	<ul style="list-style-type: none"> <li>● District submits PI 1504 and PI 1504-SE budget and special education budget reports (Due Date: TBD)</li> </ul>

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