



2022-23 Budget Planning Timeline

October ('21)	<ul style="list-style-type: none">● Submit 2020-21 school level reporting data to DPI (10/1)● Submit 2021-22 PI 1563 Sept (Pupil Count), PI 1804 (Summer School Pupil Count), and PI 1547-SS (Summer Transportation) to DPI (10/1)● Board certifies 2021-22 PI 401 (Tax Levy) and District submits to DPI (10/25)● Board approves 2021-22 Original Budget (10/25) and budget is adopted in Skyward● Certified levies submitted to municipalities
November ('21)	<ul style="list-style-type: none">● Administrative Team builds ESSER III budget (ongoing)● Business Director drafts 2022-23 budget calendar● Business Director prepares budget request process for 2022-23
December ('21)	<ul style="list-style-type: none">● Business Director releases 2022-23 budget request form to dept. leaders (12/3)● Board approves 2022-23 Budget Timeline (12/20)● Board approves new/updated/eliminated courses (12/20)
January ('22)	<ul style="list-style-type: none">● Budget requests due from dept. leaders (1/7)● Business Director conducts budget discussion with District Leadership Team (DLT) to review budget and budget requests (1/10)<ul style="list-style-type: none">○ Review district priorities for 2022-23○ Review revenue/expenditure assumptions for 2022-23○ Review budget requests for 2022-23○ Prioritize budget requests for 2022-23● Business Director conducts discussion at Board Workshop to establish 2022-23 Budget Assumptions (1/13)● Board approves Open Enrollment seats (1/24)● Submit PI 1563-Jan (January Student Count) to DPI (01/28)● Staff retirement notices due by end of month (1/31)
February ('22)	<ul style="list-style-type: none">● Business Office prepares Budget Planning Guide based on:<ul style="list-style-type: none">○ Enrollment Assumptions○ Revenue/Expenditure Assumptions○ Levy Assumptions (220 Enrollment, property valuation, etc.)○ Staffing Projection○ Budget Requests● Business Director presents 2022-23 Budget Guidelines to Leadership Team (2/7)● Business Director presents 2022-23 Budget Guidelines at Board Workshop (2/10)● Board Approves 2022-23 Budget Guidelines (2/28)● Business Director releases 2022-23 budget allocations to budget managers (3/1)
March ('22)	<ul style="list-style-type: none">● Department budget development● Budget managers submit 2022-23 budgets to business office (Due: 3/28)● Superintendent conducts staffing needs assessment (after course selections)● Business Office begins renewal conversations regarding annual agreements

April ('22)	<ul style="list-style-type: none"> ● District submits 2021-22 PI 1570 claims (High Cost SPED) to DPI for 2020-21 costs ● Superintendent finalizes staffing needs assessment (4/8) ● Personnel Budget development begins (4/9) ● Preliminary Budget development begins (4/9) ● 2022-23 Staffing Plan presented to Board (4/14) ● 2022-23 Staffing Plan presented to Board for approval (4/25) ● Finalization of school fees for 2022-23 to Board (4/25)
May ('22)	<ul style="list-style-type: none"> ● Preliminary Budget presented at Board Workshop (5/12) ● Preliminary Budget presented for Approval (5/23)
June ('22)	<ul style="list-style-type: none"> ● Preliminary Audit field work conducted ● 2021-22 budget updates to Board for approval (6/27)
July ('22)	<ul style="list-style-type: none"> ● 2022-23 fiscal year begins (7/1) ● Equalization Aid estimates released by DPI (7/1) ● Business Office prepares for 2021-22 audit in August ● Submit DPI Transportation Report (Due Date: Early July)
August ('22)	<ul style="list-style-type: none"> ● Publish Preliminary Budget in NorthShore Now (Due Date: Early August) ● Financial audit conducted (Early August) ● Submit PI 1505 - School Census (Due Date: TBD) ● Submit PI 1505 - School Calendar Report (Due Date: TBD) ● Conduct Annual Meeting/Budget Hearing (Date: TBD) ● Submit PI 1505 - AC (Aid Certification) per DPI requirements (updated for 22-23)
September ('22)	<ul style="list-style-type: none"> ● Submit Financial Annual Reports per DPI requirements (updated for 22-23) ● Submit any Transfer of Service Requests (Due Date: TBD) ● Submit PI 1804 - Summer School Pupil Count (Due Date: TBD) ● Conduct Third Friday Pupil Count and submit PI 1563 – (Date: Late September) ● Business Office seeks line of credit approval for 2022-23
October ('22)	<ul style="list-style-type: none"> ● Submit PI 1541 - 220 Program Report (Due Date: TBD) ● Submit SLR - Annual (School Level Reporting) (Due Date: TBD) ● Wisconsin DPI provides certified Equalization Aid (10/15) ● Business Director makes changes to and Board adopts “Original Budget” and certifies the property tax levy (Date: TBD) ● Budget finalized in Skyward Financial Management System ● Certified levy sent to municipalities
November ('22)	<ul style="list-style-type: none"> ● District submits required budgetary information per DPI requirements (updated for 22-23)
