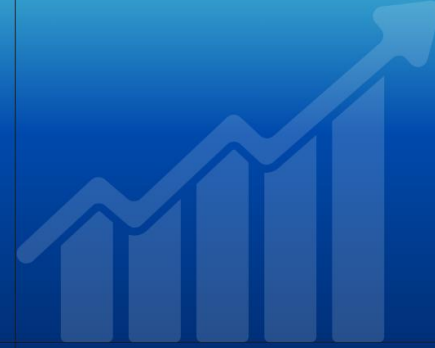


BUDGET CHECKLIST & REMINDERS



MONTHLY TASKS

MONTH	TASK	RESOURCES
<i>SEPTEMBER</i>	<input type="checkbox"/> OSPI releases their decision package. Review the requests for funding to get a general idea of what the "asks" are for the budget.	<input type="checkbox"/> OSPI 2025-27 Legislative Budget Requests
<i>DECEMBER</i>	<input type="checkbox"/> Governor releases their budget. Review the agency detail or the John Jenft (Budget Driver) to see potential impact to the upcoming budget.	<input type="checkbox"/> Ferguson's Budget Priorities <input type="checkbox"/> Inslee's Proposed 2025-27 Budget
<i>JANUARY</i>	<input type="checkbox"/> Legislative session begins January 13, 2025. Review upcoming bills and look for anything that may have	<input type="checkbox"/> Budget Driver <input type="checkbox"/> Apportionment <input type="checkbox"/> Fund Balance Projection Tool

Budget Checklist & Reminders

JANUARY

impact to the budget.
(while also considering if it
may actually occur).

- ☐ Review the John Jenft
Budget Driver for a detail of
changes.

- ☐ January apportionment
will update based on
actuals. Once you have
January apportionment,
run a current year analysis
of budget to actual and
fund balance projection.

- *Will your spending be
deficit or surplus?*
- *The current year
projections will assist
with budget planning
for determining how
much money your
district really has going
into the next year
budget*

- ☐ Run an F203X based upon
the budget driver.
- ☐ Review proposed revenue
and potential impact.

Budget Checklist & Reminders

FEBRUARY

- ☐ Develop/Request Enrollment Projections (4 year projection)
 - *Review sample Budget/Staffing Timeline for more detail*
- ☐ Determine staffing needs based on enrollment
- ☐ Meet with departments/schools to review budgets. What are the needs? What if any adjustments need to be made?
- ☐ If your district has a substantial budget deficit, review your budget priority list (if you don't have one develop one that can be used every year and modified)
- ☐ Budget priority list will have items that are budget requests (additional funding needed) or potential budget reductions

Budget Checklist & Reminders

FEBRUARY

- ☐ Finalize current year projections:
 - *Do you need to do a budget extension?*
 - *Do you need to make current year budget adjustments?*
 - *When analyzing, review current purchase order and encumbrances (if you encumber). Will all be spent? Are their items not encumbered (summer projects*

MARCH

- ☐ Review Multi-Year budget tool from OSPI for impact based on Legislative updates
 - ☐ Project levy authority and LEA based on OSPI's tool (remember to update values - enrollment, assessed value, etc.)
 - ☐ Review the F203X or update/create
 - ☐ Update staffing with estimated changes (to get
- ☐ [OSPI Budget Preparation Page](#)

Budget Checklist & Reminders

MARCH

a budget projection for the following year, some do this in February)

- ☐ Consider bargaining - estimate any cost of bargaining and incorporate any existing bargaining agreement additions into the next year budget
- ☐ Review grants and other revenue to adjust as necessary
- ☐ Review and finalize budget projection to determine what, if any, budget reductions/adjustments need to be made
- ☐ Determine pay schedule for current projects in CPF. Budget expenses that will be paid in the following year and get a list of new projects to budget
- ☐ Review transportation depreciation schedule to

Budget Checklist & Reminders

<i>MARCH</i>	<p>determine what to budget for bus replacement</p> <p><input type="checkbox"/> Send out reminder to schools about ASB budgets</p>
<i>APRIL</i>	<p><input type="checkbox"/> Legislature adjourns in April (<i>Tentative</i>)</p> <p><input type="checkbox"/> Once finalized, update numbers above and determine what, if any, impact there is to the budget</p> <p><input type="checkbox"/> Review current year budget again and update fund balance projection - has anything changed?</p> <p><input type="checkbox"/> Review final Legislative action and update staffing salary schedules and benefits based on the Conference budget</p>
<i>MAY</i>	<p><input type="checkbox"/> Continue work on updating staffing and MSOCs based on Conference budget</p> <p><input type="checkbox"/> Input information into the</p>

Budget Checklist & Reminders

MAY

F203 when available and compare to your F203X

- ☐ Staffing budget and MSOC should be complete no later than mid-May (most prefer staffing be done by end of April)
- ☐ May 15th is that last day for a formal RIF of Certificated for notification (see staffing timeline, there are steps before and you will need to follow your bargaining agreement)
- ☐ Start F195 when available and input data
- ☐ Create a four year budget projection

JUNE

- ☐ Finalize budget data for a preliminary/final budget
- ☐ Update the Board with a preliminary/final budget
- ☐ Advertise a budget hearing
 - ☐ *Must advertise 2*
- ☐ [RCW Budget Hearing](#)

Budget Checklist & Reminders

<i>JUNE</i>	<i>consecutive weeks before</i>
<i>JULY</i>	<ul style="list-style-type: none"><input type="checkbox"/> July 10th: Final preliminary budget due<input type="checkbox"/> Copies must be available to the public if requested (put a link on your website)
<i>AUGUST</i>	<ul style="list-style-type: none"><input type="checkbox"/> August 1st: Final budget must be adopted for second class districts<input type="checkbox"/> August 31st: Final budget must be adopted for first class districts

YEAR-ROUND TASKS

<i>ALL YEAR</i>	<ul style="list-style-type: none"><input type="checkbox"/> Maintains lists of factors that affect the budget and may impact the next year:<ul style="list-style-type: none">Budget requests (funded or not)Expenditures (\$) added to the budget that weren't
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Budget Checklist & Reminders

<i>ALL YEAR</i>	<p>planned</p> <ul style="list-style-type: none"> One time revenue <p>Reminder, ensure your budget presentation includes 4-year plan.</p>
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BUDGET & STAFFING TIMELINE (SAMPLE)

<i>DATE</i>	<i>ITEM</i>	<i>STAFF</i>
12/20	Governor Budget Release – review and determine impact	Business
12/31	Preliminary Budget Outlook	Business
01/10	Principals – Input on budget adjustments and review preliminary enrollment projections	Business
01/15	Board Meeting	
01/15	Publish final seniority lists	Human Resources

Budget Checklist & Reminders

<i>DATE</i>	<i>ITEM</i>	<i>STAFF</i>
02/02	Leadership Meeting – Input on budget adjustments and review budget outlook	
02/05	Board Study Session	
02/12	Board Meeting – January Budget Status	
February 2025	Senate and House Budget Released	
02/21	Executive Leadership – Review Budget Outlook	
02/24	SPED Preliminary Enrollment projections by program	Special Education
02/24	Update Enrollment projections – send to Principals for Review	Business
03/01	Principal review and discuss enrollment projections	Meeting Cancelled
Feb to Early March	Secondary online course selections	Principals

Budget Checklist & Reminders

<i>DATE</i>	<i>ITEM</i>	<i>STAFF</i>
March	Principals Meeting – REVIEW STAFFING	HR will set up mtgs
03/05	Board Study Session	
03/06	Leadership Meeting – Budget Update	
03/11	Budget projections	Business
03/14	Finalize seniority Lists – PSE	
03/14	SPED Enrollment projections by program sent to principals/staff	Special Education
03/20	Board Meeting – Final Enrollment Projections; February Budget Status	
03/21	Inform elementary schools/programs of projected enrollments and preliminary staffing allocations (meetings to review)	Bus/HR
03/21	Inform secondary schools/programs of Final projected enrollments and staffing allocations. (Include Special Program Staffing & Specialists)	HR/Business

Budget Checklist & Reminders

<i>DATE</i>	<i>ITEM</i>	<i>STAFF</i>
03/24	Secondary course tallies due to HR	Secondary Principals
03/28	SPED Cert & Class allocations to principals. SPED Classified staff notified of potential increase/decrease or change of location	Special Education
04/04	Notification of acceptance for initial student transfer deadline	
04/07	Review leave requests - Finalize Staffing	HR
04/07	Meeting with elementary principals to review FTE allocation/LOA/transfer/openings lists	HR
04/07	Meeting with secondary principals to review FTE allocation/LOA/transfer/openings lists - Finalize Staffing	HR
04/14	Student transfer application second deadline	

Budget Checklist & Reminders

<i>DATE</i>	<i>ITEM</i>	<i>STAFF</i>
04/14	Identify (notify HR via e-mail to HR) initial recruiting needs and staffing surplus/placement issues	Principals
04/18	Staffing Meeting - Leadership (follow up)	HR
04/21	Notification of acceptance for second student transfer deadline	
04/23	Board Meeting: RIF Notice for Board Approval (if required); March Budget Status; Final budget adjustments reviewed	Business
04/27	Legislature Adjourns	
05/01	Reduction in Force Notifications sent out	
05/01	Send district response to leave requests (deadline 5/1), letters to non-continuing staff	HR
05/01	Review Kindergarten registration; reassess projected enrollment	Cabinet

Budget Checklist & Reminders

<i>DATE</i>	<i>ITEM</i>	<i>STAFF</i>
05/07	Board Study Session	
05/15	Final date for Reduction in Force Notification	
05/21	Board Meeting; April Budget Status	
05/21	Notify elementary and secondary staff of involuntary and voluntary transfers	
06/04	Board Study Session	
06/18 or 07/23	Board Meeting – Preliminary Budget for Review	Business

Timeline Notes

- ☐ **Green Shade:** Board Meetings
- ☐ Other: Not all Principal, ELT and Leadership Meetings are on this calendar/timeline