

Santa Barbara School Districts 2011-2012 Budget Development Calendar

Completion Date	Budget Activity	Responsibility
December 14, 2010	Presentation of 2010-11 first interim report and multi-year projections. Establishment of budget reduction amount for 2011-12 fiscal year.	Deputy Supt. of Business/Dir. Fiscal Services
January 2011	Attend School Service of California conference on governor's proposed education budget for 2010-11.	Deputy Supt. of Business/Dir. Fiscal Services
January 25, 2011	Report on governor's 2011-12 education budget and, if necessary, revision to established budget reduction amount.	Deputy Supt. of Business
February Cabinet Meetings	Project ADA/enrollment by school, grade level, special education. Project special education ADA. Project summer school hours for June-August 2011. Project hours for hourly programs to be offered during school year. Review unrestricted program budgets.	Cabinet/Special Ed. Executive Dir. /District Attendance Specialist/Personnel Department
February 8, 2011	Presentation of fiscal year 2009-10 audit to the board.	Independent Auditors
February 22, 2011	First reading of Fiscal Solvency Plan Phase V.	Deputy Supt. of Business
March and April 2010	Calculate revenue limits and basic aid revenues, lottery and class-size reduction revenues.	Deputy Supt. of Business/Dir. Fiscal Services
March and April 2011	Determine all non-compensation district-funded commitments.	Cabinet/Dir. Fiscal Services
March and April 2011	Determine copier rental/maintenance costs per school/department. Determine utility costs, including alarms. Determine formula allocations to schools.	Cabinet
March and April 2011	Review all categorical programs with regard to district goals and objectives and determine allocations and indirect charges.	Deputy Supt. of Business/Dir. Fiscal Services
March 8, 2011	Second period interim report approved by the board and submitted to the Santa Barbara County Office of Education (for period ending January 31).	Deputy Supt. of Business/Dir. Fiscal Services
March 8, 2011	Second and final reading of Fiscal Solvency Plan Phase V.	Deputy Supt. of Business
April 2011	Finalize all non-general fund budgets for 2011-12.	Deputy Supt. of Business/Dir. Facilities & Operations
May 2011	Oral report on Governor's 2011-12 May Revise to the board.	Deputy Supt. of Business
May 2011	Meet with administrators to incorporate any changes related to the Governor's May Revise and board direction.	Superintendent/Cabinet/ Deputy Supt. of Business Services/Dir. Fiscal Services

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Completion Date	Budget Activity	Responsibility
May 2011	Complete input of all budget data. Review with superintendent and cabinet.	Deputy Supt. of Business/Dir. Fiscal Services
June 14, 2011	Review preliminary 2011-12 budget with board.	Superintendent/ Deputy. Supt. of Business
June 24, 2011	Make available for public review a copy of the proposed 2011-12 budget at the district offices.	Deputy Supt. of Business
June 28, 2011	Hold public hearing and adoption of proposed 2011-12 budget.	Board/Supt/Deputy. Supt. of Business/Dir. Fiscal Services
June 2011	Publish Annual Statement of Combined Revenue and Expense.	Deputy Supt. of Business
August-September 2011	Review final state budget adoption and prepare 45 day revise report to the board.	Dir. Fiscal Services
August 31, 2011	Close books on year ended June 30 and prepare for audit.	Business/Fiscal Services Department Staff
September 2011	Prepare final ending balance and unaudited actual income and expenditures reports from year ended June 30.	Business/Fiscal Services Staff/ Deputy. Supt. of Business Services/Dir. Fiscal Services
September 13, 2011	Presentation of the 2010-11 unaudited actuals to the board.	Deputy Supt. of Business
December 13, 2011	Presentation of first interim report for the 2011-12 fiscal year to the board.	Deputy Supt. of Business/Dir. of Fiscal Services