

**BEMIDJI AREA SCHOOLS
BUDGET PLANNING CALENDAR
FISCAL YEAR 2021-2022**

LEGEND

Prior Year Budget Activity
Current Year Budget Activity
Next Year Budget Activity

Month	Task	Responsibility
July	Update Budget Planning Calendar	Business/School Board
July	Review Funding Legislation	Business Office
July	Review Prior Year Budget to Actual	Business Office
July	Prepare Levy Data Information	Business Office
July	Cash Flow Borrowing Analysis	Business Office
September	Prepare Recommendation on Property Tax Levies	Business Office
September	Certify Proposed Levy Limit for Pay 2022 Levy - Set TNT Meeting date	School Board
October	Gather Data for enrollment projections and verify current projections	Business Office
October	Report on Open Enrollment prepared and submitted to MDE	Instructional
October	Begin Planning staff levels for 2022-2023	Supt. & Business Office
October	Prepare 5 year planning forecast model	Business Office
November	Budget process officially begins	Supt.
November	Project 2020-2021 enrollment by district and building	Business Office
November	Project Categorical Revenue for 2022-2023 with current formulas	Business Office
November	Review current staffing	Superintendent
December	Hold Public Hearing on Levy Certification for Pay 2022 levy	School Board/Business Office
December	Develop Capital Projects requests for 2022-2023 from Buildings & Grounds	Business Office
December	Board Certifies Final Payable 2022 Levy	School Board
December	Review audited 2020-2021 data	Business Office
January	Present 2020-2021 Audit to Board	Auditor
January	Review and update 2021-2022 budget based on current information	Business Office
January	Staff levels for 2022-2023, Buildings begin planning for changes	Superintendent
February	Revise 2021-2022 budget	Business Office
February	Prepare draft of capital projects	Business Office
February	Monitor Legislative Session	Supt. & Business Office
February	Buildings process plan to meet staffing levels to School Board	Supt./Business Office/School Board
March	Update Leadership with 2022-2023 budget factors	Business Office
March	Review Preliminary 2022-2023 Budget	Supt. & Business Office
March	Review and finalize capital projects with Leadership and Board	Supt. & Business Office
April	Prepare budget for hearing	Supt. & Business Office
April	Continue to monitor legislative activity	Supt./Business Office/School Board
May	Update 2021-2022 budgeted amounts and project 6/30/22 Fund Balance	Business Office
June	Finalize proposed budget for 2022-2023 based on legislative action	Supt. & Business Office
June	Approve 2022-2023 Budget	School Board