

**Lockhart ISD  
Budget Planning Calendar  
For the 2010-2011 Budget**

<b>Target Date</b>	<b>Activity/Process</b>	<b>Responsibility</b>	<b>Completion Date</b>
11/30/2009	Compensation plan update: initial meeting, pay data collection, and job analysis questionnaires	Superintendent, CFO, Human Res.	11/17/09
12/14/2009	Budget process and calendar reviewed with school board	Superintendent, CFO	12/14/09
12/18/2009	Projected enrollments developed	CFO/Supt.	12/18/09
1/8/2010	Budget process and campus budget preparation outlined to principals and staff	CFO/Supt.	1/8/10
1/31/2010	Review personnel staffing	Superintendent and Asst. Supts.	1/31/10
2/3/2010	Campus Improvement Committee advisory review	CIC	2/3/10
2/4/2010	Completion of budgets and forwarding to CFO	Principals	2/4/10
2/4/2010	Completion of special programs (federal funds) and forwarded to CFO	Special Program Directors	2/4/10
2/5/2010	Revise projected revenue estimates	CFO	2/5/10
2/17/2010	Administrative review of preliminary pay structure and market analysis by TASB	TASB	3/11/10
2/22/2010	Rough Draft Budget Presentation to School Board	CFO/Supt.	2/22/10
2/26/2010	Administrative review of building maintenance and renovation priorities	Superintendent and Asst. Supts.	in process
3/5/2010	Revise projected revenue estimates	CFO	3/5/10
3/23/2010	Complete superintendent's review of preliminary district budget, personnel requirements, facility requirements, and projected revenue	Superintendent and Asst. Supts.	3/23/10
3/29/2010	Budget Update presented to school board	CFO/Supt.	3/29/10
3/29/2010	TASB presentation to school board to review proposed salary schedules for all employees	Superintendent, CFO, Human Res.	3/29/10
3/31/2010	Complete draft of district budget	CFO	3/29/10
4/2/2010	Review draft of district budget	Superintendent	in process
4/5/2010	Final salary structures & pay plans presented by TASB	Superintendent, CFO, Human Res.	in process
4/26/2010	Budget workshop during regular school board meeting	Superintendent and School Board	
4/30/2010	Estimated Certified Values Due from Appraisal District	CCAD Chief Appraiser	
5/4/2010	Review projected revenue estimates	CFO/Supt.	
5/17/2010	Budget workshop during regular school board meeting	Superintendent and School Board	
6/2/2010	Rollback Tax Calculations	CFO/Appraisal District	
6/4/2010	Complete final budget draft	CFO/Supt.	
6/7/2010	School Board meeting to <b>call</b> a public hearing to discuss the budget and tax rate to be published. <b>Special Called Meeting</b>	Superintendent and CFO	
6/7/2010	Budget workshop (Special called meeting)	CFO/Supt.	
6/14/2010	Advertisement delivered to the newspaper	CFO	
6/17/2010	Advertise official public budget hearing ( <b>must be a quarter page ad</b> )	CFO	
6/28/2010	Official public budget hearing - <b>advertise no later than 10 days or earlier than 30 days prior to meeting</b>	School Board, Superintendent & Administration	
6/28/2010	Budget adopted (see <b>note</b> below)	School Board	

TEA mandates these dates as legal requirements for budgets: **June 19th** - Budget must be prepared, and **June 30th** - The district budget must be adopted by this date.