

PALISADES CHARTER HIGH SCHOOL

Empowering Educational Excellence.

CHIEF BUSINESS OFFICER

COVER SHEET FOR AGENDA ITEMS

January 23, 2024

TOPIC/ AGENDA ITEM:

VIII. FINANCE

B. 2024-2025 Budget Development Calendar

PERSONNEL INVOLVED:

Board of Trustees, Executive Director/Principal, Chief Business Officer, Finance

ISSUES INVOLVED/FISCAL IMPLICATIONS (IF ANY):

The purpose of this action is to approve the 2024-2025 Budget Calendar. The budget calendar outlines the key dates needed in order for PCHS to meet with stakeholders, solicit feedback, understand needs and propose a budget for 2024-2025.

This year we are proposing to accelerate the timeline, so that we can bring forward a draft budget by early May 2024.

IMPACT ON SCHOOL MISSION, VISION OR GOALS, (IF ANY):

The action requested of the Board today will support the goal of ensuring a maintaining fiscal compliance, and ensuring that our budget is reflective of stakeholder feedback.

OPTIONS OR SOLUTIONS:

The expectation is that the board approve the 2024-2025 budget calendar/packet. However, we are open to any feedback/suggestions.

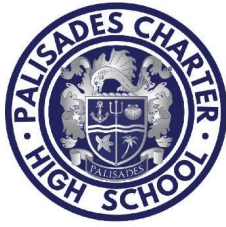
CHIEF BUSINESS OFFICER'S RECOMMENDATION:

The Chief Business Officer recommends that the Board approve the 2024-2025 budget calendar/packet.

RECOMMENDED MOTION:

“To approve the 2024-2025 budget calendar”

Juan Pablo Herrera
Chief Business Officer



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FY 24/25 BUDGET CALENDAR

DATE	TASK
01/22/24	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY23/24
01/23/24	BOARD MEETING - FINANCE 23/24 BUDGET CALENDAR APPROVAL
02/02/23	DISCUSS OVERVIEW/DESIGN OF FY23/24 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/08/24	RELEASE FY23/24 BUDGET PACKETS
2/8/24 - 3/7/24	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS. (mandatory meeting w/department chairs)
2/8/24 - 3/7/24	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. **PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**
02/22/24	Parent/Stakeholder LCAP/Budget Meeting Overview
3/8/24-3/22/24	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING. **ADMIN RECOMMENDS MEETING WITH YOUR DEPT CHAIR TO FINALIZE ANY CHANGES. **ALL CHANGES END BY 3/24.**
04/05/24	Budget due to finance office
04/19/24	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/26/24	LTSP COMMITTEE RECEIVES FY24/25 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/06/24	FINANCE OFFICE COMPILES STAKEHOLDER GROUP'S PRELIMINARY RECOMMENDATIONS & CREATES FILES FOR REGULAR MAY BUDGET & FINANCE MEETING. REPORTS BACK TO DEPARTMENT/PROGRAM CHAIRS AS TO STAKEHOLDER GROUPS RECOMMENDATIONS..
May TBD	FINANCE OFFICE COMPILES ADDITIONAL B&F COMMITTEE/ADMIN FEEDBACK FOR FY24/25 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY24/25 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/06/24	BUDGET/FINANCE APPROVES RECOMMENDS IMA/TEXTBOOK BUDGET FOR BOARD APPROVAL
05/14/24	BOARD MEETING - IMA & TEXTBOOK BUDGET APPROVAL
05/16/23	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET RECOMMENDED BY B&F COMMITTEE
TBD	2 FULL DAYS BUDGET/FINANCE MEETING TO DISCUSS/RECOMMEND FY24/25 BUDGET
06/11/24	FY24/25 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
06/14/24-6/28/2024	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.

April 2nd -
IMA cut off

Draft
budget
presented