



PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

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FY 18/19 BUDGET CALENDAR - DRAFT

DATE	TASK
01/23/18	BUDGET/FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY18/19
01/29/18	BOARD MEETING - FINANCE 18/19 BUDGET CALENDAR APPROVAL
01/31/18	LONG TERM STRATEGIC PLAN BUDGET DISCUSSION & COMMENTS
02/15/18	DISCUSS OVERVIEW/DESIGN OF FY18/19 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/23/18	RELEASE FY18/19 BUDGET PACKETS
2/26/18 - 3/16/18	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS.
03/01/18 - 03/16/18	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. **PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH CURRICULUM COUNCIL MEETING**
3/19/18 - 3/23/18	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 3/23.**
04/09/18	BUDGET/FINANCE APPROVES TEXTBOOK BUDGET
04/16/18	FINANCE OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/18/18	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY18/19 BUDGETS.
04/25/18	LTSP COMMITTEE RECEIVES FY18/19 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/04/18	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 FY18/19 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY18/19 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/07/18	BUDGET/FINANCE APPROVES IMA BUDGET
05/15/18	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET BY B&F COMMITTEE
TBD	2 DAYS/PARTIAL BUDGET/FINANCE MEETING TO DISCUSS/APPROVE FY18/19 BUDGET
06/06/18	FY18/19 BUDGET SUBMITTED TO BOARD OF DIRECTORS FOR REVIEW & APPROVAL
06/21-06/23/18	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.