



EL CAMINO REAL CHARTER HIGH SCHOOL FY 23/24 BUDGET CALENDAR - DRAFT

DATE	TASK
02/16/23	FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY23/24
02/23/23	BOARD MEETING - FINANCE 23/24 BUDGET CALENDAR APPROVAL
02/23/23	DISCUSS OVERVIEW/DESIGN OF FY23/24 BUDGET AT INSTRUCTIONAL LEADERSHIP TEAM (ILT) MEETING INCLUDING USE OF LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENTS & PROGRAM PRIORITIES.
02/28/23	RELEASE FY23/24 BUDGET PACKETS
2/28/23 - 3/17/23	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS. (mandatory meeting w/department chairs)
3/1/23 - 03/17/23	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. **PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH ILT MEETING**
03/09/23	PAC/RISE/PADRES LATINO LCAP/Budget Meeting Overview
3/20/23-3/24/23	ILT'S 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.**
03/30/23	Budget due to business office
04/14/23	ADMIN TEAM TO REVIEW BUDGET SUBMISSIONS
04/20/23	FINANCE COMMITTEE RECOMMENDS TEXTBOOK BUDGET FOR BOARD APPROVAL
04/28/23	BUSINESS OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP
04/25/23	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY23/24 BUDGETS.
04/26/23	LCAP TEAM RECEIVES FY23/24 BUDGETS FOR VETTING AGAINST LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS.
05/05/23	FINANCE COMMITTEE UPDATES TO ADMIN TEAM
05/08/23	BUSINESS 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	BUSINESS OFFICE COMPILES ADDITIONAL FINANCE COMMITTEE/ADMIN FEEDBACK FOR FY23/24 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY23/24 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/18/23	FINANCE COMMITTEE APPROVES RECOMMENDS IMA BUDGET FOR BOARD APPROVAL
05/25/23	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET RECOMMENDED BY FINANCE COMMITTEE
06/15/23	FY23/24 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
06/28/23-6/30/2023	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.