



EL CAMINO REAL CHARTER HIGH SCHOOL

FY 24/25 PROPOSED BUDGET CALENDAR - ****DRAFT****

DATE	TASK
02/15/24	FINANCE COMMITTEE MEETS TO RECOMMEND BUDGET CALENDAR FOR FY24/25
02/22/24	BOARD MEETING - FINANCE 24/25 BUDGET CALENDAR APPROVAL
02/22/24	DISCUSS OVERVIEW/DESIGN OF FY24/25 BUDGET AT INSTRUCTIONAL LEADERSHIP TEAM (ILT) MEETING INCLUDING USE OF LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENTS & PROGRAM PRIORITIES.
02/29/24	RELEASE FY24/25 BUDGET PACKETS
3/01/24 -3/18/24	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS. (mandatory meeting w/department chairs)
3/1/24 - 03/18/24	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS. **PLEASE BRING YOUR PRELIMINARY BUDGET TO THE MARCH ILT MEETING (3/21/24)**
03/07/23	PAC/RISE/PADRES LATINO LCAP/Budget Meeting Overview
3/19/24-3/22/2024	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 3/22.**
04/01/24	Budget due to business office
04/05/24	ADMIN TEAM TO REVIEW BUDGET SUBMISSIONS
04/18/24	FINANCE COMMITTEE RECOMMENDS TEXTBOOK BUDGET FOR BOARD APPROVAL
04/22/24	BUSINESS OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP
04/25/24	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY24/25 BUDGETS.
04/26/24	LCAP TEAM RECEIVES FY24/25 BUDGETS FOR VETTING AGAINST LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS.
04/26/24	FINANCE COMMITTEE UPDATES TO ADMIN TEAM
05/06/24	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 FY24/25 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY24/25 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/16/24	FINANCE COMMITTEE APPROVES RECOMMENDS IMA BUDGET FOR BOARD APPROVAL
05/23/24	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET RECOMMENDED BY FINANCE COMMITTEE
06/27/24	FY24/25 BUDGET SUBMITTED TO BOARD OF TRUSTEES FOR REVIEW & APPROVAL
07/01/24-07/05/24	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.