

SOMERSET BUDGET PLANNING CALENDAR

AUGUST 2023

- General Fund Budget to Actual Quarter 4 Report, or early September
- Independent financial audit on-site work

SEPTEMBER 2023

- First public publication of Annual Meeting Notice and publication of original budget (this year in the Aug. 31 edition of *Star-Observer*)
- Second publication of Annual Meeting Notice (Sept. 7 edition of *Star-Observer*)
- Budget Hearing and Annual Meeting of Electors – Adopt Levy (Sept. 11)
- Third Friday enrollment count (Sept. 15)

OCTOBER 2023

- Review of final draft of the original budget by Board
- State Equalization Aid certified (Oct. 15)
- Equalized property valuation report from State Department of Revenue (Oct. 15)
- Board adopts original budget and certifies the property tax levy (Oct. 23)

NOVEMBER 2023

- Certified levy sent to municipalities (Nov. 3) and the state (Nov. 3)

DEC – JAN 2024

- Review allocation parameters with principals
- B&G department facilities assessment for allocation

JANUARY 2024

- Review budget forecast parameters with administrators
- General Fund Budget to Actual Quarter 2 Report, or early February

JAN – MAY 2024

- Request for Proposals (RFP) for supplies, equipment, furnishings, services issued
- Department-level budget reports to board
- Technology and Capital Leasing planning

FEB – APRIL 2024

- Board reviews budget parameters (Membership, OE, RL, capital projects, attrition, property values etc)

MARCH 2024

- March 1 – Teacher retirement notification
- Site-based budgets due to district office
- First draft of personnel budget

APRIL 2024

- General Fund Budget to Actual Quarter 3 Report, or early May
- First draft of preliminary budget prepared and shared with administrative team

MAY 2024

- May 15 – Renewal / NonRenewal per WI §118.22

JUNE 2024

- Board reviews and approves the current draft of the preliminary budget

AUGUST 2024

- General Fund Budget to Actual Quarter 4 Report, or early September
- Independent financial audit on-site work
- First public publication of Annual Meeting Notice and publication of original budget