Ten Steps to a District Budget

Step 1 – Program Review and preliminary revenue forecasts

August - November

Step 2 – Request early cost estimates from budget managers and HR

August - November

Step 3 -- Meet with budget managers to assess needs

November

Step 4 – Submit proposed departmental budgets to Budget and Staffing Office

December

Step 5 – Draft Budget is review by members of the Budget and Finance Committee

December

Step 6 – Draft Budget is presented to the Board for review

January

Step 7 – Legislative mandates are incorporated into budgeting plans and other revisions are made as needed. Exit conferences are held with budget managers

February - April

Step 8 – Tentative Budget is reviewed by the Budget and Finance Committee prior to submitting to the Board for approval. An electronic copy is submitted to KDE

May

Step 9 – Final revenue and expense review. Adjustments are made as needed

July - August

Step 10 – Working Budget is reviewed by the Budget and Finance Committee prior to submitting to Board for approval. An electronic copy is submitted to KDE

September