



Blaine School District
Major Finance Planning Process and Timelines
2012-2013 Budget / February 14th Election

October 2011

- Preliminary plan for budget development
Provide a general timeline to the Board and BLT – due October 17th
- Levy Resolution for Board action
Select levy amounts, provide to bond counsel for editing – due October 17th – 21st
- Capital Project Initiative affirmation by Board
Proposed projects and amounts; Board action directing creation of resolution – due October 17th
- F-196 Financial Statements
Completed and reviewed by Superintendent – due to ESD by October 25th
- 2012 Levy Certification
Completed and sent to County officials – due November 1st

November 2011

- Fiscal review committee schedule & expectations set
Due to members and presenters November 4th
- Design of district election informational materials
Allow four weeks for design, two weeks for printing
- Fiscal review committee presentations 1 of 3
Each session divided into 15 minute segments with written outline submitted.
- Fiscal review committee presentations 2 of 3
- Resolution for Board action on Capital Project Initiative
Work with Bond counsel to prepare resolution – due November 21st (December 30th last day to file)
- 2011-2012 S-275 reporting

December 2011

- Fiscal review committee presentations 3 of 3
- Fiscal review committee results summarized for BLT and Board review
Compilation of information submitted, summary statement of major highlights – due January 17th

January 2012

- District election materials mailed
Early January
- Enrollment projections
Initial pass based on data available from January count date
- Projected adjustments list initialized (1 of 3) brainstorm meeting
Itemizes known adjustments for 12-13 revenues, expenditures, and changes to fund balance
- Staff ratios/class sizes based on projected enrollment
- F203X release
- Board discussion of activities relating to upcoming election
Invite campaign committee for updates

February 2012

- Building staffing plans; Identify needs for staff or areas where there could be a reduction with known enrollment roll up
BLT activity
- Election results & implication review
Impact of positive results or negative results: review timelines, general fund impact
- Public Forum planning/Schedule released early February
- Compensation/staffing sheet based on current variables (1 of 3)
- Projected adjustments list revised (2 of 3)
Itemizes known adjustments for 12-13 revenues, expenditures, changes to fund balance after election results

March 2012

- Budget requests relating to buildings
Carry over, PO closure, ASB, program enrollment
- Public forum (1 of 1) early March
Input gathered regarding specific consideration areas
- Reduced education plan proposals
Summary based upon public forum, BLT staffing discussions, fiscal review—due March 19th
- Board action: direction to develop Reduced Education Program Plan
- Seniority lists updated
- Compensation/staffing sheet update (2 of 3)

April 2012

- Projected adjustments list (3 of 3)
Itemizes known adjustments for 12-13 revenues, expenditures, election results, F203 estimates, enrollment adjustments, F780 levy authority projection
- Begin review of unfilled positions in budget
- Board work session related to budget
- Board public hearing for I-728
- Board adoption of Reduced Education Program Plan
Reduction plan and priority add backs prepared/resolution prepared—due April 16th

May 2012

- Certificated Reduction in Force notifications
- Compensation/staffing sheet for budget (3 of 3)
- Budget building work
- Salary extract preliminary
- Financial analysis work for budget

June 2012

- Classified Reduction in Force notifications
- Salary extract
- Debt service cash flow projections based on Spring levy collections
- Fund balance projections- beginning and ending
- Budget building continues
- F203 Submission to ESD
- ASB Budgets, carryover received from buildings
- Notice to be published regarding completion of draft budget and public hearing
Handout developed, public hearing date set, adoption date set

July 2012

- 7/10/2012 Draft budget available for public review (Budget 1 of 3)
Materials posted to website, printed for lobby, copy mailed to Board members, invitation for Board members to review with Business Manager, F-195 submitted to ESD
- Notice to be published regarding public hearing
Handout developed, public hearing date set, adoption date set
- 7/23/2011 Public hearing on draft budget (Budget 2 of 3)
PowerPoint presentation, updated materials

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PowerPoint presentation, updated materials

August 2012



- 8/27/2011 Adoption of 2011-12 Budget (Budget 3 of 3)
Resolution prepared for the Board—due August 20th
- Budget to ESD with signed certification page & resolution