Budget and Financial Planning Calendar

Date	Action	Responsibility
December		
January		
Janaury	LCAP consultation: district-wide staff survey	Ed. Services
January 5-23, 2015	Open enrollment window	Sites - Ed. Services
January 9, 2015	Governor's 2015/16 budget proposal released	Governor
January 14, 2015	Attend School Services Governor's January Budget Proposal Workshop	Business Staff
	- Receive guidance on current and out-year budget considerations and impacts	
	- Begin 2015/16 budget development, incorporating information from Governor's January proposal	
January 30, 2015	Review prior year budget guidelines and assumptions, adjust to reflect January budget proposal	CBO, Bus. Staff
January 31, 2015	2nd Interim reporting period closes	
February		
February	LCAP consultation: student and parent surveys	Ed. Services
February	LCAP consultation: DELAC	Ed. Services
February	LCAP data analysis and goal setting	Ed. Services
Weekly	Initiate weekly 2015/16 budget planning and analysis discussions	Business Staff
	- Review current and projected budgets for sites and departments	
	- Examine and realign categorically funded positions and programs	
	- Develop and refine budget reduction recommendations (as applicable)	
	- Prepare 2nd Interim report	
Weekly	Weekly 2015/16 budget planning and analysis discussions	CBO, Cabinet
	- Review budget guidelines, assumptions, and calendar	
	- Discuss Governor's January budget proposal	
February 2015	Analysis and development of 2015/16 major budget components based on January budget proposal	CBO, Cabinet
	- Formulate and review preliminary 2015/16 enrollment and staffing projections	Business Staff
	- Review preliminary site budgets and analyze impact to MYP	
	- Develop certificated layoff recommendations	

Fullerton Joint Union High School District
2015/16 Fiscal Year Budget

Budget and Financial Planning Calendar

Date	Action	Responsibility

February 10, 2015	**Board Meeting - Budget Discussion/ Budget Update**
	- General budget discussion to include:
	  - Present overview of the Governor's 2015/16 January budget proposal
	  - LCAP update
	  - 2015/16 budget development - initial discussion
	  - Trustee questions, input, and feedback
	  - Present draft budget guidelines, assumptions, and calendar
		Trustees, Superintendent, CBO, Bus. Staff

March		
March	LCAP consultation: DAC, DELAC, FSTO, CSEA, administration	Ed. Services
March	Begin drafting 2015/16 LCAP	
Weekly	2015/16 budget discussions (as appropriate) - Develop and refine budget reduction recommendations (as applicable) - Refine site budget allocations, based on enrollment and certificated staffing projections - Prepare budget scenarios based on State funding projections (as applicable)	Business Staff
Weekly	2015/16 budget discussions (as appropriate) - Develop and refine budget reduction recommendations (as applicable) - Determine programmatic priorities and activities	CBO, Cabinet
March 10, 2015	**Board Meeting** - Present 2nd Interim Report - Update Board on 2015/16 budget development - Review MYP and assumptions, based on 2nd Interim and updated information from State (if - Approve certificated layoff resolution (if applicable)	Trustees, Superintendent, CBO, Business & HR Staff, Cabinet
March 12, 2015	Community budget presentation and Q&A	CBO
March 15, 2015	Deadline to notify certificated staff of preliminary layoff	HR
March 23-27, 2015	Spring Break	

Fullerton Joint Union High School District
2015/16 Fiscal Year Budget

Budget and Financial Planning Calendar

Date	Action	Responsibility
April		
April	LCAP consultation: make-up meetings as needed	Ed. Services
April	Continue work on 2015/16 LCAP	
Weekly	Continue 2015/16 budget discussions (as appropriate) - Formulate and review preliminary classified staffing - Refine and finalize site budget allocations, based on enrollment and staffing projections - Develop and refine budget reduction recommendations (as applicable) - Prepare 3rd Interim Report - Review and update 2014/15 fiscal year closing	Business Staff
Weekly	Continue 2015/16 budget discussions (as appropriate) - Develop and refine budget reduction recommendations (as applicable) - Prepare preliminary budget reduction recommendations	CBO, Cabinet
April 14, 2015	**Board Meeting - Budget Discussion/Update** - Update Board on 2015/16 budget development (if needed, as appropriate) - Approve classified layoff resolution (if needed, as appropriate)	Trustees, Superintendent, Cabinet
	- Present draft LCAP/preliminary LCAP information to Board of Trustees as applicable	Ed. Services
May		
May	Continue work on 2015/16 LCAP	
Weekly	Continue 2015/16 budget discussions (as appropriate) - Analyze budget reduction recommendations - Finalize budget reduction recommendations for incorporation into budget document - Review and update 2014/15 fiscal year closing - Amend budget guidelines and assumptions, based upon Governor's May Revise	Business Staff
Weekly	Continue 2015/16 budget discussions (as appropriate) - Finalize budget reduction recommendations for incorporation into budget document	CBO, Cabinet
May 1, 2015	Classified 60-day layoff deadline	
May 1, 2015	Staffing Projection #1 - Staffing projections provided by Business Services - Staffing meeting between HR, Ed. Services, Business Services, and Principals	Cabinet, Principals

Fullerton Joint Union High School District
2015/16 Fiscal Year Budget

Budget and Financial Planning Calendar

Date	Action	Responsibility
May 5, 2015	**Board Meeting**	Trustees, Superintendent
	- Present Draft LCAP	CBO, Bus. Staff, HR
	- Present 3rd Interim Report (if applicable)	
	- Update Board on 2015/16 budget development	
	- Present draft 2015/16 budget recommendations, including reduction recommendations, elicit	
May 15, 2015	Governor releases May Revision to the proposed 2015/16 State Budget	Governor
May 19, 2015	**Board Meeting - Budget Discussion/Update**	Trustees, CBO, Business
	- Update Board on 2015/16 budget development (as appropriate)	Staff, Personnel
	- Review Governor's May Revise	
	- Approve 2015/16 budget reductions (if needed, as appropriate)	
May 20, 2015	Attend Governor's May Revise Budget Workshop – School Services	Business Staff
	- Receive guidance on current and out-year budget considerations and impacts, and incorporate	
May 29, 2015	2015/16 budget available for public viewing	CBO
June		
June 9, 2015	**Board Meeting - Budget Discussion/Update**	Trustees, CBO, Business
	- Present LCAP	Staff
	- Hold LCAP public hearing	
	- Hold 2015/16 budget public hearing	
	- Present 2015/16 budget	
	- Review Governor's May Revise	
June 12, 2015	Deliver Draft 2015/16 user friendly "All Funds" Budget	CBO
	2015/16 budget available for public viewing	
June 23, 2015	**Board Meeting**	Trustees, CBO, Business
	- Adopt LCAP	Staff
	- Approve 2015/16 budget	

Fullerton Joint Union High School District
2015/16 Fiscal Year Budget

Budget and Financial Planning Calendar

Date	Action	Responsibility
July		
July 14, 2015	**Board Meeting** - Update Board on 2015/16 state adopted budget (as appropriate)	CBO
August		
August 10, 2015	School starts	
August 11, 2015	**Board Meeting** Within 45 days of Governor signing the annual State Budget, staff shall make available for public review any revisions in revenues and expenditures that it has made to its budget to reflect the funding made available by the Budget Act (E.C. 42127[i][4]).	Trustees, CBO, Business Staff
August 21, 2015	Reporting of actual attendance (10th day) for the 2015/16 school year	Business, HR, and Site
August 24, 2015	Finalize staffing (based on 10th day enrollment count) - Staffing provided by Business Services - Staffing meeting between HR, Ed. Services, and Business Services	Cabinet, Principals
September		
September 8, 2015	**Board Meeting** - Approve 2014/15 and 2015/16 Gann Limit - Approve 2014/15 (prior year) Unaudited Actuals - Revise current year budget to match final State Budget, file changes with OCDE	Trustees, CBO, Business Staff
September 16, 2015	Due date to file Unaudited Actuals	CBO
September 22, 2015	**Board Meeting**	
October		
October 6, 2015	**Board Meeting**	
October 20, 2015	**Board Meeting**	
October 31, 2015	1st Interim reporting period closes	

Fullerton Joint Union High School District
2015/16 Fiscal Year Budget

Budget and Financial Planning Calendar

Date	Action	Responsibility
November		
November 3, 2015	**Board Meeting**	
November 17, 2015	**Board Meeting** - Present 2014/15 Annual Financial Report	Trustees, CBO, Business Staff, Auditor
Nov. 23-27, 2015	Thanksgiving Week - schools closed	
December		
December 8, 2015	**Board Meeting** - Present 1st Interim Report	Trustees, CBO, Business Staff
December 15, 2015	Annual Financial Report due to OCDE/CDE	
Dec. 21 - Jan 1	Winter Recess	
December 31, 2015	2nd Interim reporting period closes	