



# Eagle Mountain Saginaw Independent School District 2017 2018 Preliminary Budget Calendar

---

Date

## Eagle Mountain Saginaw Independent School District 2017 2018 Preliminary Budget Calendar (continued)

---

Date	Activity	Area of Responsibility
*May 15, 2017	Preliminary Tax Roll	Chief Financial Officer, Director of Budget, Taxes & Investments
May 15, 2017	Update Staffing plan and costs and adjust budget areas as necessary	Campus staff and Campus Budget Managers
May 31, 2017	Deadline for submission of budget to the Budget Department	Campus and Department Budget Managers with the Director of Budget, Taxes & Investments
June 2017	Budgets sent to Leadership Team for Review	Superintendent and Leadership Team
*June 19, 2017	Leadership team meets to discuss base budgets, enhancement requests and capital needs	Superintendent and Leadership Team
July 14, 2017	Public Notice for Budget and Proposed Tax Rate	Chief Financial Officer
*July 17, 2017	Proposed 2017 2018 Budget to Board of Trustees	Chief Financial Officer; Board of Trustees
July 17, 2017	Approval of Proposed Salary Plan	Chief Human Resource Officer; Chief Financial Officer
July 25, 2017	Certified Tax Roll	Tarrant Appraisal District
*August 21, 2017	Conduct Public Hearing on Proposed 2017 2018 Budget & Proposed Tax Rate	Chief Financial Officer; Board of Trustees
August 21, 2017	2017 2018 Budget and Tax Rate Adoption	Board of Trustees
August 21, 2017	Finalized Official 2017 2018 Budget Documents	Chief Financial Officer; Director of Budget, Taxes & Investments

\*Board Meetings