

Ketchikan School District
Budget Timeline for FY 2022 Budget

September 30, 2020

Memo To: Elizabeth Lougee, Superintendent
From: Katie Jo Parrott, Business Manager
Subject: FY 2022 Budget Development Timeline

Date	Steps	Who
January 13	Superintendent & Administrators review fiscal assumptions	Superintendent
January 27	Superintendent & School Board review fiscal assumptions	Superintendent & Business Manager
February 03	Public Meeting – TBD or Zoom @ 6:00 pm	Superintendent & Business Manager
February 18	Business Manager presents detailed fiscal assumptions to Administrators	Superintendent & Business Manager
February 28	Last day to spend from teacher stipends.	Teachers
March 05	Budget adjustment requests due to Business Manager	Administrators
March 06	Public Meeting – TBD or Zoom @ 2:00 pm	Superintendent & Business Manager
March 31	Completion of FY22 Draft Budget for Review	Superintendent & Business Manager
April 02	Deadline for out of state purchases	All district employees
April 14	FY22 Budget Public Hearing #1	School Board
April 15	Charter Schools projected enrollment due	Charter Schools
April 28	FY22 Budget Public Hearing #2	School Board
April 28	School Board adopts Budget	School Board
April 30	Transmit Budget to Borough Assembly	Superintendent & Borough Manager
April 30	Request Expenditure Authority	Superintendent & Borough Manager
May 03	Deadline for all purchases	All KGBSD Employees
May 03	Present Budget to Borough Assembly	Superintendent & Borough Manager
May 17	Initial Borough ordinance for total budget	Borough Assembly & Borough Manager
June 01	Charter Schools provide APC Approved Budgets	Charter Schools
June 15	Business Manager provides modifications to Charters	Business Manager
July 15	Transmit Approved Final Budget to State of Alaska	Business Manager