

UNION PUBLIC SCHOOLS
2019-20 Budget Development Schedule and
2018-19 Year-End Closing Schedule
SUMMARY

February 12, 2019	Distribute budget packets to Cabinet, Principals, and Directors:
Feb. 12 – Apr 19, 2019	Principal/Director review budget requests with their direct Supervisor/Assistant Superintendents/CFO
February 21, 2019	Bond Sale Date, Special Board meeting
February 26, 2019	Budget Entry Training Session for Munis users
March 1, 2019	Open Lab
March 11, 2019	Present Temporary Appropriations and Preliminary 2019-20 Proposed Budget to Board of Education
April 1, 2019	Summer 2019-20 bid quotation requests due to Purchasing Department
April 2, 2019	Bond Closing
April 19, 2019	LAST DAY TO SUBMIT BUDGET
April 30, 2019	LAST DAY TO SUBMIT 2018-2019 REQUISITIONS for General Fund, Building Fund and Child Nutrition fund. (RQs must be entered and released to workflow by 5 p.m.)
Late April/May/June	Submit first draft of 2018-19 State Financial OCAS Tape to State Department of Education
May/June	Review 2019-20 proposed budget with Board Sub-Committees
May 20/June 10 Education	Present Revised Temporary Appropriation and Preliminary 2019-20 Proposed Budget to Board of
May 30, 2019 (5:00 p.m.)	Last day to enter and release to workflow all 2018-19 RQs against “year-end” departmental or school spending authority AND all RQs for “one-time year-end spending,” including those RQs requiring board approval (General, Building, and Child Nutrition Fund) Last day for Bond and Activity Fund RQs to be entered and released to workflow. Stop accepting all 2018-2019 RQs.
May 30, 2019 (5:00 p.m.)	Last day to submit IRQs for warehouse inventory and printing requests
May 31, 2019	Submit Grant Final Claims for FY19
June 13, 2019	All ordered items must be received/begin closing 2018-19 books
Late June	Special Year-End Board meeting. (If needed)
July 10-11, 2019	Estimate of Needs Auditors-finalize Ending Fund Balance
July/August, 2019	Continue 2019-20 budget approval, union negotiations, and closing of 2018-19 books
August 14, 2019	Submit final 2018-19 Financial Report (FR3) to State Department (required by law)
August 2019	Post Financial Reports as required by law
September 9, 2019	Official Board approval of the 2019-20 Estimate of Needs and 2019-20 Proposed Budget
September 10, 2019	Submit 2019-20 Estimate of Needs to County Excise Board for approval (required by law)
October 14, 2019	Budget Hearing (required by law)
November 11, 2019 2/8/19	Seek final Board approval of 2019-20 budget (required by law)
December 9, 2019	Submit 2018-19 Audit to Board

**UNION PUBLIC SCHOOLS
2019-20 BUDGET DEVELOPMENT
and 2018-19 Year-End Closing Schedule**

<u>DATE</u>	<u>ACTION</u>	<u>RESPONSIBLE PARTY</u>
February 12, 2019	Distribute budget packets to Cabinet, Principals, and Directors: <i>1. Budget Directions</i> <i>2. Request for Additional current year or next year spending</i> <i>3. Instructions for Next Year Budget Entry</i> <i>4. Instructions for YTD Budget Report</i> <i>5. Instructions for Account Inquiry</i>	CFO/ Director of Financial Reporting
Feb. 12 – Apr 19, 2019	Principals/Directors review budget requests with their direct Supervisor/Assistant Superintendents/CFO	Superintendents/CFO
February 21, 2019	Bond Sale Date, Special Board Meeting	CFO
February 26, 2019	Budget training	Munis lab 3:00 p.m.
March 1, 2019	Open Lab	Munis Lab 8 a.m. – 5 p.m.
March 11, 2019	Present Temporary Appropriations and Preliminary 2019-2020 Proposed Budget to Board.	CFO
April 19, 2019	LAST DAY TO SUBMIT BUDGET 1. Enter 2019-20 budget request into Munis System 2. Submit request for additional 2018-19 and/or 2019-20 spending	All Departments
April/May	Review 2018-19 and 2019-20 revenue projections	CFO/Director of Financial Reporting
April/May	Review preliminary summary of 2018-19 budget requests and year-end spending requests	CFO/Director of Financial Reporting
April 1, 2019	Summer 2019-20 bid/quotation requests due to purchasing Department so bids can be sent out to interested vendors.	Principals/Directors/ Director of Procurement
April 2, 2019	Bond Closing	
April 30, 2019 (5 p.m.)	LAST DAY TO SUBMIT 2018-2019 REQUISITIONS for General Fund, Building Fund and Child Nutrition fund. (RQs must be entered and released into workflow by 5 p.m.)	All Departments
April 19 – May 14, 2019	Review budget requests	Budget Analysts
May/June	Review 2019-20 proposed budget with Board Sub-Committees	CFO/Superintendent

May 20, or June 10, 2019	Present revised Temporary Appropriations and Preliminary 2019-20 Proposed Budget to Board	Chief Financial Officer
May/June 2019	Begin compiling 2018-19 audit work papers. Auditors on site.	Director of Financial Reporting
May 30, 2019	Last day to enter and release to workflow all 2018-19 RQs against “year-end” departmental or school spending authority AND all RQs for “one-time year-end spending,” including those RQs requiring board approval (General, Building, and Child Nutrition Fund) Last day for Bond and Activity Fund RQs to be entered and released to workflow. Stop accepting all 2018-2019 RQs.	All Departments
May 30, 2019 (5 p.m.)	Last day to submit IRQs for warehouse inventory and printing requests	Sites
Late April/May/June	Submit draft OCAS tape to State Department of Education	Director of Financial Reporting
May/June	Review 2019-20 proposed budget with Board Sub-Committee	
May 31, 2019	File final FY19 grant claims	Grants
June 3, 2019	Month end close	Director of Financial Reporting
June 7, 2019	Close 2018-19 General Ledger - <u>ALL FUNDS</u>	Director of Treasury
June 10, 2019	2019-2020 Temporary Appropriation Budget to BOE	Chief Financial Officer
June 13, 2019	Begin closing 2018-19 Fiscal books	Director of Financial Reporting
June 13, 2019	All items ordered must be received.	
June 17, 2019	All FY18/19 PBR’s, HR100’s, Professional Development And Timesheets due to payroll by NOON.	Budget/Payroll/HR
June 17-19, 2019	Process FY19/20 PBR’s without salary changes (Payroll will NOT post any FY20 PA’s with salary changes until July 5).	Budget/Payroll/HR
June 20, 2019	Process June 25 payroll	Payroll
June 24, 2019	Process lump sum payroll (Dated 6/26/19)	Payroll
June 25, 2019	Process Stipend checks (Dated 6/27/19) Generate Personnel Report	Payroll HR
June 27, 2019	Process July 10 payroll (Dated 6/28/19)	Payroll

June 28, 2019	Final Day for A/P checks	Accounting
Late June	Special BOE if needed	Chief Financial Officer
July 1 -5, 2019	Payroll Roll and Check	Payroll
July 1, 2019	Month End close	Director of Financial Reporting/Budget
July 2, 2019	All FY19 JEs moving amounts between funds due by noon	All Departments
July 5, 2019	Open HR, Payroll and A/P	HR/Payroll/AP
July 9, 2019	<u>Preliminary</u> ending fund balance should be available. available.	CFO/Director of Financial Reporting
July 10-11, 2019	Meet with Estimate of Needs auditor	Treasury
TBA	Tentative Stipend Pickup	Payroll
July 15, 2019	Personnel Report due	HR
July 24, 2019	All JEs within same fund due	All departments
July 30, 2019	Final Grant Claims Due (Due date 7/31/19)	Grants
July/August, 2019	Continue 2019-20 budget approval, union negotiation process, and closing of 2018-19 books	Chief Financial Officer/ Director of Financial Reporting
August, 2019	Post financial reports required by law	Director of Treasury/ Financial Reporting
August 14, 2019	Final 2018-19 State Financial OCAS Tape (FR3) must be signed and received by the State Department by Monday, September 2, 2019	Director of Treasury/ Financial Reporting
August 28-30, 2019	Salary Budget Projection FY20	Budget
August 30, 2019	Move FY20 budget to Shells & Soft post Generate Personnel Report	Budget HR
September 9, 2019	Submit 2019-20 Estimate of Needs and Budget to Board of Education for legal approval	CFO
September 10, 2019	Submit 2019-20 Estimate of Needs to County Excise Board as required by law	Chief Financial Officer
October 14, 2019	Budget hearing required by law	Chief Financial Officer
November 11, 2019	Submit Annual Recycled Materials Report to OMES	Director of purchasing & Supply Management

November 11, 2019	Final approval of 2019-20 budget by Board of Education within 45 days of the approval by the County Excise Board as required by state law	Chief Financial Officer
November 27, 2019	Sub-committee review final audit	Chief Financial Officer/Director of Treasury/Financial Reporting
December 2, 2019	Start printing & binding final CAFR	Director of Treasury/Financial Reporting
December 09, 2019	Submit 2018-19 Audit to Board	Chief Financial Officer/ Director of Treasury/Financial Reporting
December 18, 2019	Deadline to submit electronic CAFR to SEC for Bond ratings	Director of Treasury/Financial Reporting
January, 2020	Begin development of 2020-21 budget	Chief Financial Officer
January 6, 2020	A-133 Audit due from auditors	
January 9, 2020	CAFR to SDE	Director of Treasury/Financial Reporting
March 27, 2020	Deadline to submit A-133 to Federal Government	Director of Treasury/Financial Reporting