Highland Central School District
Budget Planning for 2020-21
Long Range Financial Plan
BOE Meeting: November 12, 2019
Highland CSD Budget Planning for 2020-21

Long Range Financial Plan:

- What – projects three (3) years into future for revenue & expenditures
- Why - Increase financial rating (S & P); best practice
- When – Fall 2019 & forward
- Who – Board of Education, District Administration, District Financial Advisors
Highland CSD Budget Planning for 2020-21

- When – Fall 2019 & forward:
  
  **Review of Reserve Plan** – their uses, and how they fit into school district goals – November 12, 2019
  
  **History of Revenues and Expenditures** – what they reveal – December 3, 2019
  
  **Review of Debt service budget and schedules** – January 2020
  
  **Analysis of Fund Balances** – where do they come from and where are they lost – February 2020
  
  **First Draft of Long Range Financial Plan** – March 2020
Highland CSD Budget Planning for 2020-2021

Budget Calendar

- **October 1, 2019:** Budget Calendar presented to Board of Education for approval
- **November 12, 2019:** Long Range Financial Plan/Reserve Plan
- **December 3, 2019:** Budget Introduction at Cabinet
- **January 2020:** Budget Discussion & New Initiatives at Cabinet
- **January 14, 2020:** Board of Education Meeting: Budget Development Presentation: Highland Tax Cap History
- **February 11, 2020:** Board of Education Meeting: Budget Development: State Aid & Revenue Presentation
- **March 1, 2020:** Submit 2020-2021 calculation of tax levy limit to Office of State Comptroller
- **March 3, 2020:** Board of Education Meeting: Administration’s Proposed Budget Presentation * Community Input
- **March 17, 2020:** Board of Education Meeting: Budget Workshop & Presentations * Community Input
- **April 3 – 6, 2020:** Advertise 1st legal notice – 45 days prior to vote
- **April 1, 2020:** Board of Education Meeting: Budget Development & Presentations; Adopt Budget & Property Tax Report Card (by law must not be later than 4/24-4/27/20)
- **April 2 – 21, 2020:** Submit Property Tax Report Card to SED and local newspaper of general circulation (day after BOE adopts)
- **April 10 – 13, 2020:** Advertise 2nd legal notice
- **April 17 – 20, 2020:** Advertise 3rd legal notice
- **April 24-27, 2020:** Advertise 4th legal notice
- **May 5, 2020:** Budget Statement and required attachments available at each building & library
- **May 5, 2020:** Board of Education Meeting: Legal Budget Hearing
- **May 11, 2020:** Budget Notice must be mailed to eligible voters
- **May 19, 2020:** Budget Vote