



Pacifica School District

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Preparing Students for an Evolving World
www.pacificasd.org

MEMORANDUM

Administrative Services

Meeting of

02/03/16

TO: Wendy S. Tukloff, Ed.D., Superintendent
For Board of Trustees

FROM: Josephine Peterson, Chief Business Official

SUBJECT: Budget Development Calendar

Recommendation

It is recommended that the Board of Trustees approve the Budget Development Calendar for the preparation and adoption of the 2016-2017 Budget.

Background

The budget development process begins well in advance of the next fiscal year. One of the initial steps is to establish the Budget Development Calendar, which provides an orderly process that meets State and Local Board requirements while providing appropriate time for public and employee review and input.

AB1200, fiscal accountability legislation, mandates timelines for Budget adoption by local districts. Under current law, the Final Budget must be filed with the San Mateo County Office of Education on or before July 1 and must be approved or disapproved by the County Superintendent by August 15, 2016. AB1200, Fiscal Accountability, allows districts to revise their adopted Budget within 45 days of the date the Governor signs the State Budget Act.

The District has scheduled two study sessions to review the Local Control Accountability Plan (LCAP) & Budget on February 10, 2016 and May 25, 2016. Subsequent budget study sessions and agendaized discussions at regular meetings may be scheduled. A public hearing will be held on June 1, 2016 to review the District's Local Control and Accountability Plan (LCAP) and Budget. The adoption of the final LCAP and Budget is scheduled for June 15, 2016.

**Pacifica School District
Budget Development Calendar
Fiscal Year 2016-2017**

Activities	Dates	Requirement
Governor's 2016-2017 Proposed Budget for K-12 Education	January 2016	State Requirement
2015-2016 Second Interim Report presented	March 2016	State Requirement
2015-2016 Tentative Budget presented to the Board of Trustees (Work Study Session)	May 2016	Local Requirement
Publish the Notice of the Public Hearing on LCAP/Proposed Budget (10 days prior to Hearing)	May 20, 2016	State Requirement
Initial Public Hearing on LCAP/Proposed Budget	June 1, 2016	State Requirement
Proposed Final Budget Document available for Public Review at the District Office (3 days prior to Hearing)	June 10, 2016	State Requirement
Public Hearing on the Proposed (Final) Budget	June 15, 2016	State Requirement
Adopted Budget approved/disapproved by San Mateo County Superintendent	August 15, 2016	State Requirement E.C. 42127
Revisions to 2016-2017 Budget	TBD	State Requirement 45 days after the Governor signs the Budget Act. District may make revisions to its adopted budget as a result of changes to the adopted State budget.
2015-2016 Unaudited Actuals Approved by the Board of Trustees	September 15, 2016	State Requirement
Gann Limit Resolution Approved by the Board of Trustees	September 30, 2016	State Requirement