



PALISADES CHARTER HIGH SCHOOL

A CALIFORNIA DISTINGUISHED SCHOOL

15777 Bowdoin Street
 Pacific Palisades, California 90272
 Phone (310) 230-6623
 Fax (310) 454-6076

FY 17/18 BUDGET CALENDAR - ***DRAFT***

DATE	TASK
01/23/17	BUDGET/FINANCE COMMITTEE MEETS TO FINALIZE BUDGET CALENDAR FOR FY17/18
01/25/17	LONG TERM STRATEGIC PLAN BUDGET DISCUSSION & COMMENTS
02/15/17	DISCUSS OVERVIEW/DESIGN OF FY17/18 BUDGET AT DEPARTMENT CHAIR MEETING INCLUDING USE OF LONG TERM STRATEGIC PLANNING (LTSP) & LOCAL CONTROL ACCOUNTABILITY (LCAP) WITH DEPARTMENT & PROGRAM PRIORITIES.
02/13/17	BUDGET/FINANCE COMMITTEE APPROVES BUDGET CALENDAR FOR 17/18
02/21/17	BOARD APPROVAL OF 17/18 BUDGET CALENDAR
02/28/17	RELEASE FY17/18 BUDGET PACKETS
3/1/17 - 3/14/17	FINANCIAL STAFF AVAILABLE TO HAVE PERIOD BY PERIOD MEETINGS TO ASSIST IN DEVELOPING BUDGET WORKSHEETS.
03/01/17 - 03/20/17	TEACHERS/STAFF MEET WITH DEPT/PROGRAM HEADS TO BUILD BUDGET REQUESTS.
3/21/17 - 3/31/17	DEPARTMENT/PROGRAM HEADS MEET WITH ADMINISTRATORS TO PRIORITIZE BUDGET AND COMPLETE FOR SUBMISSION TO BUSINESS OFFICE. REVIEW GOALS & PREPARE A RECOMMENDED PRIORITY LIST RANKING.
04/03/17	IMA/TEXTBOOK PACKETS DUE TO FINANCE OFFICE.
04/07/17	FINAL BUDGET WORKSHEETS DUE TO BUSINESS OFFICE - SUBMITTED VIA ONLINE FORM BY YOUR ADMINISTRATOR.
04/18/17	BUSINESS OFFICE COMPILES BUDGET REQUESTS/RECOMMENDATIONS & ORGANIZES FOR STAKEHOLDER INPUT, INCLUDING LCAP & LTSP.
04/19/17	ADMINISTRATORS AT DEPT CHAIR MEETING TO DISCUSS PRELIMINARY OVERALL FY17/18 BUDGETS.
04/26/17	LTSP COMMITTEE RECEIVES FY17/18 BUDGETS FOR VETTING AGAINST LTSP & LCAP PRIORITY NEEDS IDENTIFIED BY STAKEHOLDERS (DEPT/PROGRAM CHAIRS ATTEND).
05/04/17	BUSINESS OFFICE COMPILES STAKEHOLDER GROUP'S PRELIMINARY RECOMMENDATIONS & CREATES FILES FOR REGULAR MAY BUDGET & FINANCE MEETING. REPORTS BACK TO DEPARTMENT/PROGRAM CHAIRS AS TO STAKEHOLDER GROUPS RECOMMENDATIONS..
May TBD	BUSINESS OFFICE COMPILES ADDITIONAL B&F COMMITTEE/ADMIN FEEDBACK FOR FY17/18 BUDGET; RECEIVE AND UTILIZE INFORMATION TO INCLUDE IN BUDGET FROM FY17/18 INFORMATION CONTAINED IN STATE'S MAY REVISE.
05/08/17	APPROVE TEXTBOOK/IMA BUDGET
05/16/17	BOARD APPROVAL OF TEXTBOOK/IMA BUDGET BY B&F COMMITTEE
TBD	2 DAYS/PARTIAL BUDGET/FINANCE MEETING TO DISCUSS/APPROVE FY17/18 BUDGET
6/6/2017 or 06/13/17	FY17/18 BUDGET SUBMITTED TO BOARD OF DIRECTORS FOR REVIEW & APPROVAL
06/21-06/23/17	APPROVED BUDGET DETAILS SENT TO DEPT/PROGRAM HEADS FOR REVIEW/DISCUSSION WITH DESIGNATED ADMINISTRATORS.