

**BUDGET DEVELOPMENT CYCLE**

Initiate Process of Projecting Enrollment/Average Daily Attendance (ADA) for Next Year	LEA	October
Initiate Annual Needs Assessment (i.e. Staff, Programs, Equipment, Facilities)	LEA	October
Confirm/Amend KDE Estimate of Current Year End of Year ADA and Next Year's Assessment	KDE and LEA	November
Forecast State SEEK (KRS 157.410 Tentative)	KDE to LEA	December
Local and State Revenue Projections/Preliminary Budget	LEA	November-December
Final State SEEK	KDE to LEA	December
School District Draft Budget-Review by Local Board (KRS 160.470)	LEA to KDE	January 31
School Council Allocations	LEA to SBDM Councils	March 1
School Councils Advise Superintendent/Board of Staffing Levels	LEA	March 31
Notification of Reemployment of Certified Staff for Next Year (KRS 161.750)	LEA	April 30
Notification of Certified Staff of Reduction in Duties (KRS 161.760(3))	LEA	May 15
Board Adopts Tentative Working Budget (KRS 160.470)	LEA to KDE	May 30
Notification of Salary of Certified Staff (KRS 161.760(1))	LEA	July 1
Annual Financial Report and Balance Sheet (KRS 157.060)	LEA to KDE	July 25
Board Sets Tax Rates and Submits Tax Rates Levied Form (KRS	LEA to KDE	Within 30 Days of of Assessment (July 30)
Publish Annual Financial Report in the Newspaper (KRS 424.220(6))	LEA	August 31
Tentative State SEEK	KDE to LEA	September
Board Submits Working Budget to KDE (KRS 160.470)	LEA to KDE	September 30