



---

**D.C. Everest Area School District**

6300 Alderson Street  
Weston, WI 54476  
Phone 715-359-4221

**Mr. Jack E. Stoskopf, Jr.**  
Assistant Superintendent  
Business/Personnel Services

**MISSION STATEMENT**

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

---

**TO:** Dr. Kristine Gilmore, Superintendent  
**FROM:** Jack E. Stoskopf, Jr., Assistant Superintendent for Business/Personnel Services  
**RE:** Budget Calendar  
**DATE:** November 2, 2011

---

Attached to this memo is the proposed budget preparation calendar for the 2012-2013 school year. The calendar schedule followed last year served us well, however there are a few date changes that needed adjustment due to the new budgeting software we will be implementing.

It is recommended that the board approve the budget calendar for the 2012-2013 fiscal year.

# Business Office Budget Calendar 2012-2013 School Year D.C. Everest Area School District

November 2011	<ul style="list-style-type: none"> <li>➤ Initial 5-Year Plan meeting with B&amp;G staff</li> <li>➤ Board review and approval of budget calendar</li> <li>➤ Set up individual department budget preparation planning meetings</li> <li>➤ Final 2011-2012 budget data imported into PMA projections model</li> </ul>
December 2011	<ul style="list-style-type: none"> <li>➤ Group meeting with principals regarding 5-Year Capital Projects Plan</li> <li>➤ Individual department budget planning meetings</li> <li>➤ PMA projections model updated with 2012-2013 assumptions</li> <li>➤ Current year budget performance review</li> </ul>
January 2012	<ul style="list-style-type: none"> <li>➤ Cabinet discusses and determines per pupil allocation for 2012-2013</li> <li>➤ Board review and approval of per pupil allocation for 2012-2013</li> <li>➤ Complete department budget coding changes</li> <li>➤ Begin review of staffing needs and ratios for 2012-2013</li> <li>➤ Current year budget performance review</li> <li>➤ Complete Skyward budget entry training sessions - Schools</li> </ul>
February 2012	<ul style="list-style-type: none"> <li>➤ Snapshot of current staffing levels for 2012-2013 budgeting</li> <li>➤ Current year budget performance review</li> <li>➤ Complete Skyward budget entry training sessions – Departments</li> </ul>
March 2012	<ul style="list-style-type: none"> <li>➤ Analyze various scenarios for any salary and negotiations adjustments that may affect the budget</li> <li>➤ Current year budget performance review</li> <li>➤ Finalize school budgets</li> </ul>
April 2012	<ul style="list-style-type: none"> <li>➤ Review of district depositories</li> <li>➤ Current year budget performance review</li> <li>➤ Finalize department budgets</li> </ul>
May 2012	<ul style="list-style-type: none"> <li>➤ End of Year project requests - if applicable</li> <li>➤ Preliminary Salary and Benefits Budget</li> </ul>
June 2012	<ul style="list-style-type: none"> <li>➤ Ongoing budget work</li> <li>➤ Finalize salary and benefits budgets</li> </ul>
July 2011	<ul style="list-style-type: none"> <li>➤ Budget modifications</li> <li>➤ Present preliminary budget to the school board</li> </ul>
August 2012	<ul style="list-style-type: none"> <li>➤ Ongoing budget work</li> <li>➤ 2011-2012 budget audit process</li> </ul>
September 2012	<ul style="list-style-type: none"> <li>➤ Finalize budget as needed information becomes available</li> </ul>
October 2012	<ul style="list-style-type: none"> <li>➤ Budget hearing</li> <li>➤ Annual Meeting</li> <li>➤ School board adopts budget</li> <li>➤ School board sets the levy</li> <li>➤ School board approves cash flow borrowing (TRAN)</li> </ul>
November 2012	<ul style="list-style-type: none"> <li>➤ Tax Levy Certifications sent to municipal clerks</li> </ul>