



2022-23

Preliminary Budget Development Calendar for General Fund

| Timeline | Activity | Responsibility |
|-------------------------------------|--|---|
| December 2021 - January 2022 | Facilities/demographer compile Enrollment projections for K-12 | Assist Supt of Facilities/Governmental Relations |
| January 10, 2022 | 2022-23 Governor's January Proposal Released | |
| January 12, 2022 - January 25, 2022 | Prepare and present overview of 2022-23 State Budget Proposal as well as the District's Preliminary Budget Development Calendar, Budget Assumptions, and Staffing Ratios | Interim Deputy Supt, Administrative Services |
| January 20, 2022 | Cabinet reviews and approves Enrollment projections for K-12 | Cabinet |
| January - February 5, 2022 | Categorical Site Allocation Targets developed for programs that are continuing | Assistant Supt of Teaching & Learning |
| January - March 2022 | Continued stakeholder engagement and data analysis and LCAP Development | Assistant Supt of School Performance and Culture |
| | Finalize changes to 2022-23 LCAP | |
| January - June 2022 | Ongoing Board communication on 2022-23 LCAP through B2B | Assistant Supt of School Performance and Culture |
| February 2022 | Enrollment and staffing projections for Special Education | Assistant Supt of School Performance and Culture; Assistant Supt of Teaching & Learning |
| February 22, 2022 | Present Midyear LCAP one-time supplemental report | Assistant Supt of School Performance and Culture; Associate Supt/CBO |
| February 23 - March 11, 2022 | Site & Department Budget Sheets developed and issued to respective Administrators for input | Director, Budget |
| February 23 - March 11, 2022 | Site Enrollment and staffing projections developed and issued to respective Administrators for input | Director, Budget |
| March 9 - 25, 2022 | Site & Department Budget Sheets completed by respective Administrators | Site and Department Administrators |
| March 9 - 25, 2022 | Site Enrollment and staffing projections developed and issued to respective Administrators for input | Site Administrators |
| March 14 - 18, 2022 | Provide projected staffing attritions (incl. temp positions) for 2022-23 annual budget development | Associate Supt, Human Resources |
| March 15, 2022 | 2021-22 Second Interim Report presented for Board Approval | Associate Supt/CBO |
| March 17 - March 31, 2022 | Reconcile Budget and staffing projections with Site Administrators | Associate Supt/CBO; Director, Budget; Position Control & Financial Manager; Human Resources |

| Timeline | Activity | Responsibility |
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| April 1 - May 6, 2022 | Annual Budget coding and documents developments | Director, Budget |
| April 1, 2022 | Deadline to finalize staffing projections for K-12 and Special Education | Site Administrators; Special Education Department |
| April 1, 2022 | Due to Purchasing listing of Purchase Orders to reduce or close encumbered funds for 2021-22 Estimated Actuals | Director, Purchasing |
| April 4 - 8, 2022 | SPRING RECESS | |
| April 13, 2022 | Provide LCAP code crosswalk for any changes to Budget department | Assistant Supt of School Performance and Culture |
| April 22, 2022 | Complete 2021-22 Estimated Actuals | Director, Budget |
| May 9 - 20, 2022 | Budget Review, Adjustments, and Validation | Associate Supt/CBO |
| May 10, 2022 | Provide Draft LCAP Annual Budget Update to Ed Services | Director, Budget; |
| May 13, 2022 | Draft LCAP Annual Update due to OCDE for review and recommendations. | Assistant Supt of School Performance and Culture |
| May 2022 | 2022-23 Governor's May Revise Released | |
| May 23 -27, 2022 | Finalize Annual Budget | Associate Supt/CBO; Director, Budget |
| June 9 - 13, 2022 | Availability of 2022-23 LCAP for public inspection | Assistant Supt, School Performance and Culture |
| June 9 - 13, 2022 | Availability of 2022-23 July 1 Budget for public inspection | Associate Supt/CBO; Director, Budget |
| June 14, 2022 | Public Hearing for 2022-23 LCAP; LCAP and Dashboard Indicator presentation to the Board | Assistant Supt, School Performance and Culture |
| June 14, 2022 | Public Hearing for 2022-23 July 1 Budget; July 1 Proposed Budget presentation to the Board | Associate Supt/CBO |
| June 15, 2022 | No later than June 15, 2022 the State Legislative presents State Budget to the Governor | |
| June 28, 2022 | Board Adoption of 2022-23 LCAP and July 1 Budget as well as Dashboard Indicator | Superintendent |
| June 29, 2022 | Submit 2022-23 LCAP, Dashboard Indicator, and Adopted Budget to OCDE | Assistant Supt, School Performance and Culture; Assoc Supt/CBO |
| June 30, 2022 | No later than June 30, 2022 the Governor signs the State Budget | |
| July - August 2022 | Adopted State Budget presented to the Board | Associate Supt/CBO |
| Within 45 days after the State Budget is Adopted | Revisions to the District 2022-23 Adopted Budget | Associate Supt/CBO |
| September 15, 2022 | No later than September 15, 2022 County Office approves District LCAP and Budget | Orange County Office of Education |