

**BUDGET DEVELOPMENT CALENDAR
2024-2025**

DATE		EVENT	RESPONSIBLE PARTY
September	11-15	6-Week Student Enrollment (for Projections)	Office of Equity, Analytics, Strategy, & Assessment and Campus Principals
	12	Board of Trustee - Regular Meeting Present the 2024-2025 Budget Development Calendar	BOT and Superintendent BOT and Superintendent
October	17	Board of Trustee - Regular Meeting	BOT and Superintendent
	18	Budget Review Committee (BRC) Meeting	Superintendent and Business Services Division
	27	2023-2024 PEIMS Snapshot Date	Texas Education Agency
November	7	Board of Trustee - Regular Meeting Adopt 2024-2025 Budget Development Calendar	BOT and Superintendent BOT and Superintendent
	28	Budget Review Committee (BRC) Meeting	Superintendent and Business Services Division
December	13	Initiate Revenue Projections	Treasury Office
	19	Board of Trustee - Regular Meeting	BOT and Superintendent
January	11-12	2024-2025 Budget Development Workshop - Campus Clerical Staff	Budget & External Financial Management Office
	16	Board of Trustee - Regular Meeting	BOT and Superintendent
	17 & 19	2024-2025 Budget Development Workshop - Departments	Budget & External Financial Management Office and Department Heads
	23	Budget Review Committee (BRC) Meeting	Superintendent and Business Services Division
	25	Distribution of Department Allocations	Budget & External Financial Management Office
February	25	2024-2025 Budget Development Workshop - Campuses	Budget & External Financial Management Office
	29	Distribution of Campus Per Capita Budget Allocations	Budget & External Financial Management Office
	TBD	Campus Staffing Review Meetings - All Levels	Office of Equity, Analytics, Strategy, & Assessment and Campus Principals
	9	Budget Data Entry Deadline - All Levels	Campus Principals
	16	Budget Data Entry Deadline - for Departments	Department Heads
March	20	Board of Trustee - Regular Meeting	BOT and Superintendent
	26-29	Department Budget Hearings	Budget & External Financial Management Office and Department Heads
	4-22	Department Budget Hearings	Budget & External Financial Management Office and Department Heads
	5	Board of Trustee - Budget Workshop Tax Rate & Property Values Discussion	Superintendent, Business Services Office and BOT Superintendent, Business Services Office and BOT
	19	Board of Trustee - Regular Meeting	BOT and Superintendent
April	26	Budget Review Committee (BRC) Meeting	Superintendent and Business Services Division
	28	Budget Recommendations Submitted by El Paso Consultation Organization	El Paso Consultation Organization (EPCO) Members
	2	Board of Trustee - Budget Workshop Provide Campus/Department Budget Snapshot Report	Superintendent, Business Services Office and BOT Superintendent, Business Services Office, Human Resource Office and BOT
	16	Board of Trustee - Regular Meeting	BOT and Superintendent
	TBD	Trustee Initiated Revision to Budget Due to Superintendent's Office	BOT
May	30	Budget Review Committee (BRC) Meeting	Superintendent and Business Services Division
	7	Board of Trustee - Budget Workshop Superintendent's 2024-2025 Proposed Budget Presented	Superintendent, Business Services Office and BOT Superintendent, Business Services Office and BOT
	21	Proposed Compensation Package Presentation	Superintendent, Business Services Office, Human Resource Office and BOT
	28	Board of Trustee - Regular Meeting Budget Review Committee (BRC) Meeting	BOT and Superintendent Superintendent and Business Services Division
June	4	Board of Trustee - Budget Workshop	Superintendent, Business Services Office and BOT
	13	Post Proposed 2024-2025 Budget Summary on District's Website	Budget & External Financial Management Office
	13	Public Notice in Newspaper to Discuss the Budget	Treasury Office
	18	Board of Trustee - Regular Meeting	BOT and Superintendent
	24	Board of Trustee - Special Meeting Adopt 2024-2025 Compensation Package	BOT and Superintendent BOT and Superintendent
	24	Resolution to Designate Employee to Calculate Tax Rates	BOT and Superintendent
	24	Public Meeting and Adoption of 2024-2025 Budget	BOT and Superintendent
July	20	Post 2024-2025 Adopted Budget Summary on District's Website	Budget & External Financial Management Office
	30	Provide Campuses and Departments with Adopted Budget Account Detail	Budget & External Financial Management Office
August	TBD	Chief Appraiser Certifies Rolls for Taxing Entities	EP Central Appraisal District and Treasury Office
August	TBD	Public Notice in Newspaper to Discuss Tax Rate Adoption	Treasury Office
	TBD	Board of Trustee - Regular Meeting Public Meeting and Adoption of 2024-2025 Tax Rate	BOT and Superintendent BOT and Superintendent