

Los Alamitos Unified School District
2021-22 Budget and Operation Timeline

Date	Operation YR 20-21	Budget YR 20-21	Operation YR 21-22	Budget YR 21-22	Activity
03/09/21	X	X		X	2020-21 Second Interim Report including Multi-Year Forecasts and Budget Revisions
03/13/21	X	X			Deadline to submit orders from categorical funds required to be spent by 6/30.
03/13/21	X			X	Deadline for new textbook orders (new adoptions/classes) for availability fall semester 2021
04/03/21	X			X	Textbook, instructional, and general supplies orders for start of school year 2021-22
04/03/21	X	X		X	2021-22 CBEDS Projections and 21-22 Budget Worksheets to Budget Units
04/16/21	X	X			Deadline to submit orders for all vendors for 2020-21
04/16/21	X			X	2021-22 Budget Worksheets due to Business Office
04/16/21	X			X	Deadline to submit orders for new equipment/furniture for start of school availability - Aug 2021
04/30/21				X	Verification by school and department of 2021-22 staffing projections to Business Office
05/02/21	X			X	Deadline to submit summer school orders for 2021 summer school
06/04/21	X	X			2020-21 petty cash reconciliations due to Business Office
06/04/21	X	X			Deadline for Staples Internet Orders for 2020-21
06/04/21	X	X			Deadline for warehouse requisitions for 2020-21
06/01/21				X	Public Hearing on LCAP (Local Control Accountability Plan)
06/01/21				X	Public Hearing on 2021-22 Budget
06/01/21	X	X		X	Public Hearing on 2021-22 Budget/Budget Projections and Presentation to Board based on May Revise Data
06/10/21	X	X			2020-21 certificated time cards to Payroll Office
06/14/21	X	X			2020-21 classified time cards to Payroll Office
06/22/21	X	X		X	Board Adoption of LCAP (Local Control Accountability Plan) and 2021-22 Final Budget
07/01/21			X	X	Staples orders for 2021-22 accepted
07/01/21			X	X	Warehouse Requisitions for 2021-22 accepted
07/01/21		X	X		Board Presentation for approval of 2020-21 Unaudited Actuals Report and 2021-22 Revised Budget
09/14/21			X	X	Board Presentation for Approval of Gann Limit Resolution
09/14/21			X	X	2021-22 ASB Budgets due to Business Office
09/14/21			X	X	2021-22 ASB Budgets due to Business Office
12/14/21			X	X	2021-22 First Interim Report including Multi-Year Forecasts and Budget Revisions
Date	Operation YR 21-22	Budget YR 21-22	Operation YR 22-23	Budget YR 22-23	Activity
02/25/22	X	X	X	X	Approval of annual budget calendar not later than 1st regular board meeting in March
03/08/22	X	X		X	2021-22 Second Interim Report including Multi-Year Forecasts and Budget Revisions
03/11/22	X	X			Deadline to submit orders from categorical funds required to be spent by 6/30.
03/11/22	X			X	Deadline for new textbook orders (new adoptions/classes) for availability fall semester 2022
03/11/22	X	X			Deadline to submit orders for all vendors for 2021-22
04/01/22	X	X		X	2022-23 CBEDS Projections and 22-23 Budget Worksheets to Budget Units
04/15/22	X			X	2022-23 Budget Worksheets due to Business Office
04/15/22	X			X	Deadline to submit orders for new equipment/furniture for start of school availability - Aug 2022
04/15/22	X			X	Textbook, instructional, and general supplies orders for start of school year 2022-23
04/29/22				X	Verification by school and department of 2022-23 staffing projections to Business Office
05/02/22	X			X	Deadline to submit summer school orders for 2022 summer school
06/03/22	X	X			2020-21 petty cash reconciliations due to Business Office
06/03/22	X	X			Deadline for Staples Internet Orders for 2021-22
06/03/22	X	X			Deadline for warehouse requisitions for 2021-22
06/07/22				X	Public Hearing on LCAP (Local Control Accountability Plan)
06/07/22				X	Public Hearing on 2022-23 Budget
06/07/22	X	X		X	Public Hearing on 2022-23 Budget/Budget Projections and Presentation to Board based on May Revise Data
06/10/22	X	X			2021-22 certificated time cards to Payroll Office
06/14/22	X	X			2021-22 classified time cards to Payroll Office
06/21/22	X	X		X	Board Adoption of LCAP (Local Control Accountability Plan) and 2022-23 Final Budget
07/01/22			X	X	Staples orders for 2022-23 accepted
07/01/22			X	X	Warehouse Requisitions for 2022-23 accepted

Action Responsibility:

Board=Board of Education
Admin=District Administrative Team
Sites/Departments=School Site or Department

**Orders not received by deadlines cannot be guaranteed delivery by start of school.