

Appendix C Budget Process

The Chicago Board of Education (the Board) is required by the Illinois School Code to adopt an annual budget for each fiscal year no later than 60 days after the beginning of the fiscal year. Chicago Public Schools' fiscal year starts July 1 and ends the following June 30.

Additionally, per the Illinois School Code:

- A proposed budget must be prepared and made available for public review at least 15 days prior to its finalization.
- The Board is required to hold at least two public hearings at least five days after copies of the proposed budget are made available for review.
- Notice of budget hearing dates must be published in a City of Chicago newspaper at least five days prior to the time of the hearing.

The proposed budget is available at cps.edu/budget. Copies of the budget are available at the Board Office for review.

Budget Planning

Budget planning consists of two main components: school budget planning and department budget planning. Schools receive funding allocations in the spring for the upcoming school year through Student-Based Budgeting (SBB) and other funding streams. For FY2024, CPS increased the SBB base rate by 3.5 percent to match the cost of living adjustments given to teachers as part of CPS' collective bargaining agreement. For the fifth consecutive year, school budget allocations were based on the prior school year's (SY2022–23) 20th day enrollment figures, rather than projected enrollment for the upcoming year. The FY2024 budget also includes significant central investments to support schools, including instructional coaching, technology, curriculum, summer and out-of-school time funding, and other initiatives to support District- and school-level priorities.

Department budgets were developed through rigorous engagement between CPS senior leadership and department leadership. The FY2024 department budget proposals prioritize critical initiatives, as identified by senior leadership and the Board, in an effort to direct as many resources as possible to schools and classrooms. Additionally, department budgets were developed with the goal of aligning with the District's central values and commitments as outlined in the [CPS Three-Year Blueprint](#).

In FY2023, CPS implemented a new budgeting tool named EPM for school and central office budgets. The EPM system maintained similar functionality to the Hyperion system used in prior years, but incorporated upgrades to user interface and functionality to support school users. FY2024 marked the second year of CPS' use of this budgeting system.

Budget Calendar

In the summer of 2022, the Office of Budget and Grants Management (OBGM) began the FY2024 budget planning process by developing revenue and expenditure assumptions for the upcoming fiscal year.

OBSM released school budgets and guidance to principals in April 2023. Throughout the spring of 2023, OBSM worked closely with schools and departments to develop their budget proposals and integrate them into the FY2024 proposed budget.

Public Involvement

The FY2024 CPS budget, and specifically FY2024 individual school budgets, continues to be informed by stakeholder engagement and public feedback.

This feedback built on the recommendations outlined in [this report](#), which was developed by a working group of various stakeholders, including parents; Chicago Teachers Union members; principals; school funding experts; and District, city, and state leaders. As outlined in the recommendations within the report, the work to improve school funding will continue in FY2024 through continued public engagement.

Each year, before the school budget planning process is complete, the Local School Council (LSC) from each school must hold public meetings to discuss and cast an approval vote on their school's budget proposal. During the LSC approval process, the District shares school budget documentation and budget guidance resources with each LSC.

As stated above, the Board is required by the Illinois School Code to make the proposed budget available for review by stakeholders and the press at least 15 days prior to its finalization. Additionally, CPS is required to hold at least two public hearings before the budget is voted on by the Board.

Board Adoption of the Budget

The Board is anticipated to vote on the proposed FY2024 budget at the June Board meeting scheduled for Wednesday, June 28, 2023.