

FY 2021 Budget Development Calendar

Date	Responsibility	Event
December 18, 2019	SIS Director	Provide enrollment projections (based on October FTE Count) to the Deputy Supt.
January 1 - 31, 2020	Finance Director	Estimate revenues
January 3, 2020	Finance Director	Distribute budget information package to Program Directors
January 3, 2020	Finance Director	Distribute Estimated State SBB Earnings to Principals
January 3, 2020	Finance Director & Deputy Supt.	New staff SBB orientation & Distribution of SBB Packages to Principals (training at BOE Office)
January 7 - March 6, 2020	Finance Director	Focus Area Meetings (On-going process)
January - April 2020	Finance Director	Monitor legislative activity and priorities/update district leaders as appropriate
March 6, 2020	Finance Director & Deputy Supt.	Prepare FY 2021 personnel allotments
March 6, 2020	Directors & Principals	Budget request documents completed & returned to Finance Director
March 9 - March 13, 2020	Finance Director	Meet with Directors for discussion of budget requests
March 9 - March 13, 2020	Finance Director	Internal Stakeholder Meetings/Discussions as needed
April 6, 2020	Finance Director	Discuss non-personnel budgets with Superintendent
April 7, 2020	Finance Director & Deputy Supt.	Discuss personnel budgets with the Superintendent
April 14, 2020	Finance Director	Develop draft of budget
April 17, 2020	Finance Director	Present draft budget to Supt. - all funds
May 7, 2020	Finance Director & Deputy Supt.	Board work session - budget presentation
May 12, 2020	Board of Education	Adoption of Tentative FY 2021 Budget
May 14, 2020	Finance Director	Advertise tentative budget adoption
May 22, 2020	Finance Director	Budget Public Meeting (HB 65 Requirement) 10 AM
June 1, 2020	Finance Director	Budget Public Meeting (HB 65 Requirement) 4 PM
June 9, 2020	Board of Education	Adoption of Final FY 2021 Budget
July - September 2020	Board of Education	Adoption of tentative millage rate for FY 2021 (data needed from the tax commissioner)
July - September 2020	Finance Director	Advertise the tax digest information in the newspaper in compliance with the law
July - September 2020	Board of Education	Adoption of millage rate for FY 2021