

## FY 2023 Budget Development Calendar

Date	Responsibility	Event
January 3, 2022	Asst. Superintendent	Provide enrollment projections (based on October FTE Count) to the Deputy Supt.
January 3, 2022	Asst. Superintendent	Distribute budget information package to Program Coordinators/Directors
January 3, 2022	Asst. Superintendent	Distribute Estimated State SBB Earnings to Principals
January 3, 2022	Asst. Superintendent & Deputy Supt.	New staff SBB orientation & Distribution of SBB Packages to Principals (training at the Central Office)
January 1 - 31, 2022	Asst. Superintendent	Estimate revenues
January - March 14, 2022	Asst. Superintendent	Focus Area Meetings (As needed)
January - April 2022	Asst. Superintendent	Monitor legislative activity and priorities/update district leaders as appropriate
March 10, 2022	Asst. Superintendent & Deputy Supt.	Prepare FY 2023 personnel allotment sheets
March 14, 2022	Coordinators/Directors	Budget request documents completed & returned to the Asst. Superintendent
March 16, 2022	Principals	Budget request documents completed & returned to the Asst. Superintendent
March 21 - March 23, 2022	Asst. Superintendent	Meet with Directors for discussion of budget requests as needed
April 7, 2022	Asst. Superintendent	Discuss non-personnel budgets with Superintendent
April 11, 2022	Asst. Superintendent & Deputy Supt.	Discuss personnel budgets with the Superintendent
April 15, 2022	Asst. Superintendent	Develop draft of budget
April 21, 2022	Asst. Superintendent	Present draft budget to Supt. - all funds
May 5, 2022	Board Members, Supt. and Asst. Superintendent	Board work session - budget presentation
May 10, 2022	Board of Education	Adoption of Tentative FY 2023 Budget
May 12, 2022	Asst. Superintendent	Advertise tentative budget adoption
May 24, 2022	Asst. Superintendent	Budget Public Meeting (HB 65 Requirement) 10 AM
June 1, 2022	Asst. Superintendent	Budget Public Meeting (HB 65 Requirement) 6 PM
June 14, 2022	Board of Education	Adoption of Final FY 2023 Budget
July - September 2022	Board of Education	Adoption of tentative millage rate for FY 2023 (data needed from the tax commissioner)
July - September 2022	Asst. Superintendent	Advertise the tax digest information in the newspaper in compliance with the law
July - September 2022	Board of Education	Adoption of millage rate for FY 2023