

## FY 2019 Budget Development Calendar

Date	Responsibility	Event
December 20, 2017	SIS Director	Provide enrollment projections (based on October FTE Count) to the Asst. Supt. of Human Resources & Operations
January 1 - 31, 2018	Finance Director	Estimate revenues
January 3, 2018	Finance Director	Distribute budget information package to Program Directors
January 3, 2018	Finance Director	Distribute Estimated State SBB Earnings to Principals
January 3, 2018	Finance Director & Asst. Supt of HR & Operations	New staff SBB orientation & Distribution of SBB Packages to Principals (training at BOE Office)
January 3 - March 6, 2018	Finance Director	Focus Area Meetings (On-going process)
January - April 2018	Finance Director	Monitor legislative activity and priorities/update district leaders as appropriate
March 9, 2018	Finance Director & Asst. Supt of HR & Operations	Prepare FY 2019 personnel allotments
March 9, 2018	Directors & Principals	Budget request documents completed & returned to Finance Director
March 12 - March 16, 2018	Finance Director	Meet with Directors for discussion of budget requests
March 12 - March 16, 2018	Finance Director	Internal Stakeholder Meetings/Discussions as needed
April 10, 2018	Finance Director	Discuss non-personnel budgets with Superintendent
April 12, 2018	Finance Director & Asst. Supt of HR & Operations	Discuss personnel budgets with the Superintendent
April 16, 2018	Finance Director	Develop draft of budget
April 19, 2018	Finance Director	Present draft budget to Supt. - all funds
May 4, 2018	Board Members, Supt. and Finance Director	Board work session - budget presentation
May 8, 2018	Board of Education	Adoption of Tentative FY 2019 Budget
May 18, 2018	Finance Director	Advertise tentative budget adoption
May 16, 2018	Finance Director	Budget Public Meeting (HB 65 Requirement) 10 AM
May 24, 2018	Finance Director	Budget Public Meeting (HB 65 Requirement) 4 PM
June 12, 2018	Board of Education	Adoption of Final FY 2019 Budget
July - September 2018	Board of Education	Adoption of tentative millage rate for FY 2019 (data needed from the tax commissioner)
July - September 2018	Finance Director	Advertise the tax digest information in the newspaper in compliance with the law
July - September 2018	Board of Education	Adoption of millage rate for FY 2019