

**FY 2018**

**Budget Development Calendar**

	<b>Responsibility</b>	<b>Event</b>
December 20, 2016	SIS Director	Provide enrollment projections (based on October FTE Count) to the Asst. Supt. of Human Resources & Operations
December 2016 - January 2017	Finance Director	Estimate revenues
January 3, 2017	Finance Director	Distribute budget information package to Program Directors
January 3, 2017	Finance Director	Distribute Estimated State SBB Earnings to Principals
January 9, 2017	Finance Director & Asst. Supt of HR & Operations	New staff SBB orientation & Distribution of SBB Packages to Principals (training at BOE Office)
January 2 - March 3, 2017	Finance Director	Focus Area Meetings (On-going process)
January - April 2017	Finance Director	Monitor legislative activity and priorities/update district leaders as appropriate
March 10, 2017	Finance Director & Asst. Supt of HR & Operations	Prepare FY 2018 personnel allotments
March 10, 2017	Directors & Principals	Budget request documents completed & returned to Finance Director
March 13 - March 17, 2017	Finance Director	Meet with Directors for discussion of budget requests
March 13 - March 17, 2017	Finance Director	Internal Stakeholder Meetings/Discussions
April 10, 2017	Finance Director	Discusses non-personnel budgets with Supt.
April 11, 2017	Finance Director & Asst. Supt of HR & Operations	Discuss personnel budgets with the Supt.
April 19, 2017	Finance Director	Develop draft of budget
April 21, 2017	Finance Director	Present draft budget to Supt. - all funds
April 26 - April 30, 2017	Finance Director	Budget Hearings (2 meeting - exact date and time TBD)
May 4, 2017	Board Members, Supt. and Finance Director	Board work session - budget presentation
May 9, 2017	Board of Education	Adoption of Tentative FY 2018 Budget
May 19, 2017	Finance Director	Advertise tentative budget adoption
June 13, 2017	Board of Education	Final adoption of budget
July - September 2017	Board of Education	Adopt tentative millage rate for FY 2018 (data needed from the tax commissioner)
July - September 2017	Finance Director	Advertise the tax digest information in the newspaper in compliance with the law
July - September 2017	Board of Education	Adoption of millage rate for FY 2018