

FY 2017

Budget Development Calendar

Date	Responsibility	Event
November 20, 2015	SIS Director	Provide enrollment projections (based on October FTE Count) to the Asst. Supt. of Teaching & Learning
December 2015 - January 2016	Finance Director	Estimate revenues
December 7, 2015	Finance Director	Distribute budget information package to Program Directors
December 7, 2015	Finance Director	Distribute Estimated State SBB Earnings to Principals
December 10, 2015	Finance & Asst. Supt. of Teaching & Learning	New staff SBB orientation & Distribution of SBB Packages to Principals (training at BOE Office)
January 4 - March 4, 2016	Finance Director	Focus Area Meetings (On-going process)
January - April 2016	Finance Director	Monitor legislative activity and priorities/update district leaders as appropriate
March 7, 2016	Asst. Supt. of Teaching & Learning	Prepare FY 2017 personnel allotments
March 7, 2016	Directors & Principals	Budget request documents completed & returned to Finance Director
March 8 - March 14, 2016	Finance Director	Meet with Directors for discussion of budget requests
March 8 - March 18, 2016	Finance Director	Internal Stakeholder Meetings/Discussions
April 8, 2016	Finance Director	Develop draft of budget
April 15, 2016	Finance Director	Present draft budget to Supt. - all funds
April 25 - April 29, 2016	Finance Director	Stakeholder presentation (as needed)
May 5, 2016	Board Members, Supt. and Finance Director	Board work session - budget presentation
May 10, 2016	Board of Education	Adoption of Tentative FY 2017 Budget
May 20, 2016	Finance Director	Advertise tentative budget adoption
June 14, 2016	Board of Education	Final adoption of budget
July - September 2016	Board of Education	Adopt tentative millage rate for FY 2017 (data needed from tax commissioner)
July - September 2016	Finance Director	Advertise the tax digest information in the newspaper in compliance with the law
July - September 2016	Board of Education	Adoption of millage rate for FY 2017