

## **BOARD AGENDA ITEM**

October 10, 2023

### ***SUBJECT:***

Proposed 2024– 2025 Budget Calendar

### ***BACKGROUND INFORMATION:***

Board Policy DBG requires that the Aiken County Board of Education adopt a budget calendar by November 1 each year.

### ***ADMINISTRATIVE CONSIDERATION:***

The budget calendar provides a sequential list of actions and presentations by the Administration and the School Board. The budget calendar also establishes deadlines and serves as an official notification to participants in the budgetary process.

This year's budget calendar proposal includes two budget readings and closely follows the original 2023 – 2024 budget calendar in most respects. A budget work study has been added in mid-January for early budget discussions and Board input.

The calendar provides flexibility in the event that dates need to be shifted or additional discussions added.

### ***RECOMMENDATION:***

Approve the proposed 2024 – 2025 budget calendar as shown in the attachment,

### ***ATTACHMENT:***

Proposed 2024 – 2025 Budget Calendar

### ***PREPARED BY:***

King Laurence  
M. O. Traxler III

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## 2024 – 2025 BUDGET CALENDAR

DATE	EVENT	RESPONSIBLE PARTY
December 2023 – January 2024	Develop preliminary student enrollment projections for 2024 – 2025; provide to Cabinet and schools for review and feedback	Director of Administration
January 2024	Request & receive budget input, suggestions, and budget requests from Superintendent, Administration, schools, and departments	Chief Financial Officer
January 16, 2024	Budget workshop – to provide an early preview of the State budget and receive Board budget input	Superintendent, Chief Financial Officer
January 2024 and subsequent	Evaluation of budget requests and input	Chief Financial Officer, Cabinet
January 2024 and subsequent	Review 2023 – 2024 expenditures to date and project annual expenditures; monitor State budget process	Chief Financial Officer
February 2024	Preliminary teacher & non-teacher staffing allocations provided to Cabinet and schools	Director of Administration
By end of February 2024	Schools to compile course requests prior to allocation meetings	Principals/Schools
February – March 2024	School-by-school staffing allocation meetings/reviews with principals	Cabinet members, Principals, Director of Administration
April 16, 2024	Budget workshop – review of preliminary State revenue and preliminary expenditures estimates; preview of First Reading	Superintendent, Chief Financial Officer
April 23, 2024	First Reading of budget	Superintendent, Chief Financial Officer
By April 29, 2024	Publish tentative budget in newspaper and advertise public hearing	Chief Financial Officer
May 14, 2024	Public hearing on the tentative budget	Chairman
May 14, 2024	Public hearing for raising millage, if necessary	Chairman
May 28, 2024	Second Reading and adoption of 2024 – 2025 budget	Board, Superintendent, Chief Financial Officer
By October 2024	Publish and distribute budget	Chief Financial Officer