

BOARD AGENDA ITEM

October 8, 2019

SUBJECT:

Proposed 2020– 2021 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 presentations and actions by the Administration and the Aiken County Board of Education. 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 setup for the 2019 – 2020 budget calendar. However, in an effort to allow sufficient time to receive and process State budget information and finalize school staffing allocations, the Administration requests that consideration be given to rescheduling the March 17, 2020, special called meeting/budget work study to April 14, 2020. [The budget calendar was revised in early March 2019 to push the mid-March 2019 work study to mid-April. That change seemed to work well and provided the Board an up-to-date preview one week prior to the First Reading of the budget.]

RECOMMENDATION:

Approve the proposed 2020 – 2021 budget calendar as shown in the attachment, including the rescheduled March 17, 2020, work study to April 14, 2020.

ATTACHMENT:

Proposed 2020 – 2021 Budget Calendar

PREPARED BY:

King Laurence
M. O. Traxler III

2020 – 2021 BUDGET CALENDAR

DATE	EVENT	RESPONSIBLE PARTY
December 2019 – January 2020	Develop preliminary student enrollment projections for 2020 – 2021; provide to Cabinet and schools for review and feedback	Director of Accountability & Assessment
January 2020	Request & receive budget input, suggestions, and budget requests from Superintendent, Administration, School Board, schools, and departments	Chief Financial Officer
January 2020 and subsequent	Evaluation of budget requests and input	Senior Staff
January 2020 and subsequent	Review 2019 – 2020 expenditures to date and project annual expenditures; monitor State budget process	Chief Financial Officer
February 18, 2020	Budget workshop, if necessary	Chief Financial Officer
February 2020	Preliminary teacher & non-teacher staffing allocations provided to Cabinet and schools	Chief Financial Officer
February 2020	Schools to complete class scheduling prior to allocation meetings	Principals, Executive Directors
Late February - Early March 2020	School-by-school staffing allocation meetings/reviews with principals	Superintendent, Chief Officers, Executive Directors, Principals
April 14, 2020	Budget workshop – review of preliminary State revenue and preliminary expenditures estimates	Superintendent, Chief Financial Officer
April 21, 2020	First reading of budget	Superintendent, Chief Financial Officer
By April 27, 2020	Publish tentative budget in newspaper and advertise public hearing	Chief Financial Officer
May 12, 2020	Public hearing on the tentative budget	Chairman
May 12, 2020	Public hearing for raising millage, if necessary	Chairman
May 26, 2020	Second reading and adoption of 2020 – 2021 budget	Board, Superintendent, Chief Financial Officer
By October 2020	Publish and distribute budget	Chief Financial Officer