

BOARD AGENDA ITEM

October 26, 2016

SUBJECT:

Proposed 2017 – 2018 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.

RECOMMENDATION:

Approve the proposed 2017 – 2018 budget calendar as shown in the attachment.

ATTACHMENT:

Proposed 2017 – 2018 Budget Calendar

PREPARED BY:

M. O. Traxler III

2017 – 2018 BUDGET CALENDAR

DATE	EVENT	RESPONSIBLE PARTY
December 2016 – January 2017	Develop preliminary student enrollment projections for 2017 – 2018; provide to Cabinet and schools for review and feedback	Chief Officer of Administration
January 2017	Request & receive budget input, suggestions, and budget requests from Superintendent, Administration, School Board, schools, and departments	Chief Financial Officer
January 2017 and subsequent	Evaluation of budget requests and input	Superintendent's Cabinet
January 2017 and subsequent	Review 2016 – 2017 expenditures to date and project annual expenditures; monitor State budget process	Chief Financial Officer
February 21, 2017	Budget workshop, if necessary	Chief Financial Officer
February 2017	Preliminary teacher & non-teacher staffing allocations provided to Cabinet and schools	Chief Financial Officer Chief Officer of Administration
February 2017	Schools to complete class scheduling prior to allocation meetings	Principals, Executive Directors
Early March 2017	School-by-school staffing allocation meetings/reviews with principals	Superintendent, Chief Officers, Executive Directors, Principals
March 21, 2017	Budget workshop – review of preliminary State revenue and preliminary expenditures estimates	Superintendent, Chief Financial Officer
April 18, 2017	Present preliminary budget to the Board	Superintendent, CFO
April 25, 2017	Budget workshop, if necessary	Superintendent, CFO
May 9, 2017	Present tentative budget to the Board	Superintendent, CFO
May 16, 2017	Budget workshop, if necessary	Superintendent, CFO
By May 29, 2017	Publish tentative budget in newspaper and advertise public hearing	Chief Financial Officer
June 6, 2017	Special called meeting for public input, if necessary	Chairman
June 13, 2017	Public hearing on the tentative budget	Chairman
June 13, 2017	Public hearing for raising millage, if necessary	Chairman
June 27, 2017	Adoption of 2017 – 2018 budget	Board, Superintendent, Chief Financial Officer
November 2017	Publish and distribute budget	Chief Financial Officer