

## **BOARD AGENDA ITEM**

October 10, 2017

### ***SUBJECT:***

Proposed 2018 – 2019 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 would reduce the number of budget readings from three to two and would move the final budget approval from late June to late May.

### ***RECOMMENDATION:***

Approve the proposed 2018 – 2019 budget calendar as shown in the attachment.

### ***ATTACHMENT:***

Proposed 2018 – 2019 Budget Calendar

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

M. O. Traxler III

## 2018 – 2019 BUDGET CALENDAR

DATE	EVENT	RESPONSIBLE PARTY
December 2017 – January 2018	Develop preliminary student enrollment projections for 2018 – 2019; provide to Cabinet and schools for review and feedback	Chief Officer of Administration
January 2018	Request & receive budget input, suggestions, and budget requests from Superintendent, Administration, School Board, schools, and departments	Chief Financial Officer
January 16, 2018	Budget workshop, if necessary	Chief Financial Officer
January 2018 and subsequent	Evaluation of budget requests and input	Superintendent's Cabinet
January 2018 and subsequent	Review 2017 – 2018 expenditures to date and project annual expenditures; monitor State budget process	Chief Financial Officer
February 20, 2018	Budget workshop, if necessary	Chief Financial Officer
February 2018	Preliminary teacher & non-teacher staffing allocations provided to Cabinet and schools	Chief Financial Officer Chief Officer of Administration
February 2018	Schools to complete class scheduling prior to allocation meetings	Principals, Executive Directors
Late February - Early March 2018	School-by-school staffing allocation meetings/reviews with principals	Superintendent, Chief Officers, Executive Directors, Principals
March 20, 2018	Budget workshop – review of preliminary State revenue and preliminary expenditures estimates	Superintendent, Chief Financial Officer
April 17, 2018	First reading of budget	Superintendent, CFO
By April 23, 2018	Publish tentative budget in newspaper and advertise public hearing	Chief Financial Officer
May 8, 2018	Public hearing on the tentative budget	Chairman
May 8, 2018	Public hearing for raising millage, if necessary	Chairman
May 22, 2018	Second reading and adoption of 2018 -- 2019 budget	Board, Superintendent, Chief Financial Officer
By October 2018	Publish and distribute budget	Chief Financial Officer