

BOARD AGENDA ITEM

October 23, 2018

SUBJECT:

Proposed 2019 – 2020 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 maintains the change to two budget readings and closely follows the setup for the 2018 – 2019 budget calendar. However, in an effort to allow sufficient time to receive and process State budget information while working around the week of Spring Break (April 8 – 12), the Administration requests that consideration be given to rescheduling the April meeting from April 16, 2019 to April 23, 2019. [Note: The budget calendar reflects the requested change. If the Board decides not to reschedule the meeting, the budget calendar will be revised to reflect a first reading on April 16, 2019.]

RECOMMENDATION:

Approve the proposed 2019 – 2020 budget calendar as shown in the attachment, including the rescheduled regular meeting for April 2019.

ATTACHMENT:

Proposed 2019 – 2020 Budget Calendar

PREPARED BY:

Sean Alford
M. O. Traxler III

2018 – 2019 BUDGET CALENDAR

DATE	EVENT	RESPONSIBLE PARTY
December 2018 – January 2019	Develop preliminary student enrollment projections for 2019 – 2020; provide to Cabinet and schools for review and feedback	Chief Officer of Administration
January 2019	Request & receive budget input, suggestions, and budget requests from Superintendent, Administration, School Board, schools, and departments	Chief Financial Officer
January 15, 2019	Budget workshop, if necessary	Chief Financial Officer
January 2019 and subsequent	Evaluation of budget requests and input	Superintendent's Cabinet
January 2019 and subsequent	Review 2018 – 2019 expenditures to date and project annual expenditures; monitor State budget process	Chief Financial Officer
February 19, 2019	Budget workshop, if necessary	Chief Financial Officer
February 2019	Preliminary teacher & non-teacher staffing allocations provided to Cabinet and schools	Chief Financial Officer Chief Officer of Administration
February 2019	Schools to complete class scheduling prior to allocation meetings	Principals, Executive Directors
Late February - Early March 2019	School-by-school staffing allocation meetings/reviews with principals	Superintendent, Chief Officers, Executive Directors, Principals
March 19, 2019	Budget workshop – review of preliminary State revenue and preliminary expenditures estimates	Superintendent, Chief Financial Officer
April 23, 2019	First reading of budget	Superintendent, CFO
By April 29, 2019	Publish tentative budget in newspaper and advertise public hearing	Chief Financial Officer
May 14, 2019	Public hearing on the tentative budget	Chairman
May 14, 2019	Public hearing for raising millage, if necessary	Chairman
May 28, 2019	Second reading and adoption of 2019 – 2020 budget	Board, Superintendent, Chief Financial Officer
By October 2019	Publish and distribute budget	Chief Financial Officer