

**BOARD AGENDA ITEM**

October 26, 2021

***SUBJECT:***

Proposed 2022– 2023 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 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 2021 – 2022 budget calendar. The calendar does provide for flexibility in the event that dates needs to be shifted or additional discussions added.

***RECOMMENDATION:***

Approve the proposed 2022 – 2023 budget calendar as shown in the attachment,

***ATTACHMENT:***

Proposed 2022 – 2023 Budget Calendar

***PREPARED BY:***

King Laurence  
M. O. Traxler III

## 2022 – 2023 BUDGET CALENDAR

DATE	EVENT	RESPONSIBLE PARTY
December 2021 – January 2022	Develop preliminary student enrollment projections for 2022 – 2023; provide to Cabinet and schools for review and feedback	Director of Administration
January 2022	Request & receive budget input, suggestions, and budget requests from Superintendent, Administration, School Board, schools, and departments	Chief Financial Officer
January 2022 and subsequent	Evaluation of budget requests and input	Chief Financial Officer, Cabinet
January 2022 and subsequent	Review 2021 – 2022 expenditures to date and project annual expenditures; monitor State budget process	Chief Financial Officer
February 2022	Preliminary teacher & non-teacher staffing allocations provided to Cabinet and schools	Director of Administration
February – March 2022	Schools to compile course requests prior to allocation meetings	Principals/Schools
February – March 2022	School-by-school staffing allocation meetings/reviews with principals	Cabinet, Principals, Director of Administration
April 12, 2022	Budget workshop – review of preliminary State revenue and preliminary expenditures estimates; preview of First Reading	Superintendent, Chief Financial Officer
April 19, 2022	First Reading of budget	Superintendent, Chief Financial Officer
By April 25, 2022	Publish tentative budget in newspaper and advertise public hearing	Chief Financial Officer
May 10, 2022	Public hearing on the tentative budget	Chairman
May 10, 2022	Public hearing for raising millage, if necessary	Chairman
May 24, 2022	Second Reading and adoption of 2022 – 2023 budget	Board, Superintendent, Chief Financial Officer
By October 2022	Publish and distribute budget	Chief Financial Officer