

## **BOARD AGENDA ITEM**

October 27, 2015

### ***SUBJECT:***

Proposed 2016 – 2017 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 2016 – 2017 budget calendar as shown in the attachment.

### ***ATTACHMENT:***

Proposed 2016 – 2017 Budget Calendar

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

M. O. Traxler III

**2016 – 2017 BUDGET CALENDAR**

<b>DATE</b>	<b>EVENT</b>	<b>RESPONSIBLE PARTY</b>
August 2015 and subsequent	Form committees for review of the salaries in conjunction with results of the salary study and for review of current staffing formulas; evaluate data and form recommendations.	Superintendent, Comptroller
December 2015 – January 2016	Develop preliminary student enrollment projections for 2016 – 2017; provide to Cabinet and schools for review and feedback	Comptroller
December 2015 – January 2016	Request & receive budget input, suggestions, and budget requests from Superintendent, Administration, School Board, schools, departments and others	Comptroller
January 19, 2016	Budget workshop – salaries and staffing formula recommendations presented to the Board	Superintendent, Comptroller
January 2016 and subsequent	Evaluation of budget requests and input	Superintendent’s Cabinet
January 2016 and subsequent	Review 2015 – 2016 expenditures to date and project annual expenditures; monitor State budget process	Comptroller
February 16, 2016	Budget workshop, if necessary	Superintendent, Comptroller
February 2016	Preliminary teacher & non-teacher staffing allocations provided to Cabinet and schools for review and feedback	Comptroller
March 15, 2016	Budget workshop – review of preliminary State revenue and preliminary expenditures estimates	Superintendent, Comptroller
April 19, 2016	Present preliminary budget to the Board	Superintendent, Comptroller
April 26, 2016	Budget workshop, if necessary	Superintendent, Comptroller
May 10, 2016	Present tentative budget to the Board	Superintendent, Comptroller
May 17, 2016	Budget workshop, if necessary	Superintendent, Comptroller
By May 30, 2016	Publish tentative budget in newspaper and advertise public hearing	Comptroller
June 7, 2016	Special called meeting for public input, if necessary	Chairman
June 14, 2016	Public hearing on the tentative budget	Chairman
June 14, 2016	Public hearing for raising millage, if necessary	Chairman
June 28, 2016	Adoption of 2016 – 2017 budget	Board, Superintendent, Comptroller
November 2016	Publish and distribute budget	Comptroller