

BOARD AGENDA ITEM

October 27, 2020

SUBJECT:

Proposed 2021– 2022 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 2020 – 2021 budget calendar (prior to revisions resulting from COVID-19). The calendar does provide for flexibility in the event that dates needs to be shifted or additional discussions added.

RECOMMENDATION:

Approve the proposed 2021 – 2022 budget calendar as shown in the attachment,

ATTACHMENT:

Proposed 2021 – 2022 Budget Calendar

PREPARED BY:

King Laurence
M. O. Traxler III

2021 – 2022 BUDGET CALENDAR

DATE	EVENT	RESPONSIBLE PARTY
December 2020 – January 2021	Develop preliminary student enrollment projections for 2020 – 2021; provide to Cabinet and schools for review and feedback	Director of Administration
January 2021	Request & receive budget input, suggestions, and budget requests from Superintendent, Administration, School Board, schools, and departments	Chief Financial Officer
January 2021 and subsequent	Evaluation of budget requests and input	Senior Staff
January 2021 and subsequent	Review 2020 – 2021 expenditures to date and project annual expenditures; monitor State budget process	Chief Financial Officer
February 2021	Preliminary teacher & non-teacher staffing allocations provided to Cabinet and schools	Director of Administration
February – March 2021	Schools to compile course requests prior to allocation meetings	Principals, Executive Directors
February – March 2021	School-by-school staffing allocation meetings/reviews with principals	Senior Staff, Executive Directors, Principals, Director of Administration
April 13, 2021	Budget workshop – review of preliminary State revenue and preliminary expenditures estimates; preview of First Reading	Superintendent, Chief Financial Officer
April 20, 2021	First Reading of budget	Superintendent, Chief Financial Officer
By April 26, 2021	Publish tentative budget in newspaper and advertise public hearing	Chief Financial Officer
May 11, 2021	Public hearing on the tentative budget	Chairman
May 11, 2021	Public hearing for raising millage, if necessary	Chairman
May 25, 2021	Second Reading and adoption of 2021 – 2022 budget	Board, Superintendent, Chief Financial Officer
By October 2021	Publish and distribute budget	Chief Financial Officer