

FY 2019

Budget Development Calendar

Date	Responsibility	Event
Dec-17	Principals/Program Directors	Provide enrollment projections and personnel requests (based on October FTE count) to Personnel Director
Jan-18	CFO	Estimate revenues
Jan-18	Personnel Director/ Superintendent / Program Directors	Prepare FY 2019 personnel allotments
January - March 2018	CFO/Superintendent	Monitor legislative activity and priorities/update district leaders as appropriate
2-Mar-18	Principals/Program Directors/CFO	Budget requests completed and returned to CFO
13-Apr-18	CFO	Develop first draft of budget
Mid-April 2018	CFO / Program Directors / Principals	Present draft budget to Superintendent and Board in Work Session format
Early May 2018	CFO / Program Directors / Principals	Continue Budget discussions with Superintendent and Board in Work Session format
Mid-May 2018	Board of Education	Adopt Tentative FY 19 budget
Mid/late May 2018	CFO	Advertise Tentative FY 19 budget
Mid June 2018	Board of Education	Adopt Final FY 19 Budget
July - September 2018	Board of Education	Adopt tentative millage rate for FY 19 (data needed from tax commissioner)
July - September 2018	CFO	Advertise tax digest information in the newspaper in compliance with the law
July - October 2018	Board of Education	Adopt final millage rate for FY 19 Budget