

FY 2021

Budget Development Calendar

Date	Responsibility	Event
December 2019	Principals/Program Directors	Provide enrollment projections and personnel requests (based on October FTE count) to Personnel Director
January 2020	CFO	Estimate revenues
January 2020	Personnel Director/ Superintendent / Program Directors	Prepare FY 2021 personnel allotments
January - March 2020	CFO/Superintendent	Monitor legislative activity and priorities/update district leaders as appropriate
March 6, 2020	Principals/Program Directors/CFO	Budget requests completed and returned to CFO
April 14, 2020	CFO	Develop first draft of budget
Mid -April 2020	CFO / Program Directors / Principals	Present draft budget to Superintendent and Board in Work Session format
Early May 2020	CFO / Program Directors / Principals	Continue Budget discussions with Superintendent and Board in Work Session format
Mid-May 2020	Board of Education	Adopt Tentative FY 21 budget
Mid/late May 2020	CFO	Advertise Tentative FY 21 budget
Mid June 2020	Board of Education	Adopt Final FY 21 Budget
July - September 2020	Board of Education	Adopt tentative millage rate for FY 21 (data needed from tax commissioner)
July - September 2020	CFO	Advertise tax digest information in the newspaper in compliance with the law
July - October 2020	Board of Education	Adopt final millage rate for FY 21 Budget