

## FY 2020

### Budget Development Calendar

| Date                  | Responsibility   | Event  |
|-----------------------|--|--|
| Dec-18                | Principals/Program Directors                           | Provide enrollment projections and personnel requests (based on October FTE count) to Personnel Director |
| Jan-19                | CFO  | Estimate revenues  |
| Jan-19                | Personnel Director/ Superintendent / Program Directors | Prepare FY 2020 personnel allotments   |
| January - March 2019  | CFO/Superintendent                                     | Monitor legislative activity and priorities/update district leaders as appropriate                       |
| 8-Mar-19              | Principals/Program Directors/CFO                       | Budget requests completed and returned to CFO  |
| 12-Apr-19             | CFO  | Develop first draft of budget  |
| Mid-April 2019        | CFO / Program Directors / Principals                   | Present draft budget to Superintendent and Board in Work Session format                                  |
| Early May 2019        | CFO / Program Directors / Principals                   | Continue Budget discussions with Superintendent and Board in Work Session format                         |
| Mid-May 2019          | Board of Education                                     | Adopt Tentative FY 20 budget   |
| Mid/late May 2019     | CFO  | Advertise Tentative FY 20 budget   |
| Mid June 2019         | Board of Education                                     | Adopt Final FY 20 Budget   |
| July - September 2019 | Board of Education                                     | Adopt tentative millage rate for FY 20 (data needed from tax commissioner)                               |
| July - September 2019 | CFO  | Advertise tax digest information in the newspaper in compliance with the law                             |
| July - October 2019   | Board of Education                                     | Adopt final millage rate for FY 20 Budget  |