

2012-2013 BUDGET DEVELOPMENT CALENDAR

Target Date	Activity	Responsibility
2012		
April – Nov	Set school unified improvement plan budget priorities	SAC
January	Board of Education reviews long-term budget overview and sets District focus, goals, and priorities for 2012-2013 budget	Board of Education (BOE)
Jan 15	Submit school unified improvement plans, District unified improvement plan, and priority improvement plans to CDE	DAC
Jan 19	Long-term budget projections presented to Finance & Audit Committee (FAC)	Budget Director
Jan 27	Principals and Budget Managers pull budget worksheets from IFAS (using instructions provided by Budget Director)	Principals & Budget Managers
Feb 16	FAC sets schedule for FY12 audit in order to communicate schedule to staff & charter schools as necessary	FAC
Feb 17	Preliminary enrollment projections and preliminary student FTE provided to Budget Director and HR	Planning
Feb 24	Complete Principal Training on Budget	Budget Director
Mar 2	Preliminary general fund budget worksheets are returned to Budget Director	Principals & Budget Managers
Mar 16	Electronic submission of NCLB budget revisions for FY12	Grant Budget Managers
Mar 16	Updated enrollment projections by school provided to HR and Budget Director	Planning
Mar 16	Updated utility cost budget provided to Budget Director	Operations
Mar 16	Requests for budget changes or modifications provided to Budget Director	Principals & Budget Managers
Mar 16	Principals & Budget Managers work on staffing plans; budgets are updated as necessary	HR
Mar 20	Capital Reserve budget presented to Cabinet	Operations
Mar 20	Budget update provided to Cabinet	Budget Director
Apr 5	Budget update provided to FAC	Budget Director
Apr 6	Non-general fund budgets due to Budget Director	Budget Managers
Apr 11	Capital Reserve budget reviewed with BOE	Operations

2012-2013 BUDGET DEVELOPMENT CALENDAR (continued)

Target Date	Activity	Responsibility
2012		
Apr 13	Updated FTE projections to Finance	HR
Apr 13	Estimated increases in insurance premiums provided to Finance	HR
Apr 15	Deadline to resubmit updated unified improvement plans and priority improvement plans to CDE	DAC
May 3	Review of preliminary budget with FAC	Budget Director
May 8	Review of proposed budget with Cabinet	Budget Director
May 8	Review of proposed budget with Accountability Committee	Budget Director
May 17	Review of proposed budget with FAC if needed	Budget Director
May 23	Presentation of proposed budget to BOE	Budget Director/FAC
May 24	Post the proposed budget on the District website	Budget Director
May 24	Publish Notice of Availability of Proposed Budget	Finance
June 13	Conduct public hearing on the proposed budget	BOE/FAC/Budget Director
June 21	Final review of proposed budget with FAC if needed	Budget Director
June 27	Present proposed budget to the BOE for adoption	Budget Director/FAC
June 28	Post adopted budget on District website	Budget Director
June 30	Deadline for electronic submission of NCLB budget for FY13	Grant Budget Managers
July	Upload approved budget to IFAS	Budget Director
August	Upload preliminary rollover budgets to IFAS	Budget Director
August	Principals work with HR on staffing adjustments	HR
September	Finalize staffing adjustments, provide detail to Budget Director	HR
Sept 21	Spend or encumber NCLB funds for FY12	Grant Budget Managers
November	Upload encumbrance, student count adjustments and final rollover budgets to IFAS	Budget Director
November	Develop budget calendar for 2013-2014	Budget Director
December	Update long-term general fund budget projections.	Budget Director
Dec 6	Review budget calendar and submit to BOE	FAC

2012-2013 BUDGET DEVELOPMENT CALENDAR (continued)

Target Date 2012	Activity	Responsibility
Dec 6	Compute mill levies for 2012 and submit to BOE	Budget Director
Dec 12	Adopt budget calendar for 2013-2014	BOE
Dec 12	Certification of mill levies for 2012	BOE
Dec 12	Review student count data	BOE
December	Work on amended budgets as necessary	Budget Director
2013		
January	Review long-term budget projections	BOE
Jan 8	Review amended budget with Cabinet	Budget Director
Jan 17	Long-term budget projections presented to FAC	Budget Director
Jan 17	Review amended budget with FAC	Budget Director
Jan 30	Adopt amended budgets	BOE
Jan/Feb	Update revenue and expenditure projections	Budget Director
Feb/Mar	Draft supplemental budget adjustments	Budget Director
Mar/Apr	Review supplemental budget with FAC	Budget Director
April	Review supplemental budget with Cabinet, submit to BOE	Budget Director
Apr/May	Adopt supplemental budget for 2012-2013	BOE