

FY 2016 Habersham County School Budget Calendar

July - November	Establish budget foundation with discussions of purpose, direction, goals & priorities; data collection periods for Full-Time Equivalent Data (FTE) Student & Certified/Classified Personnel Information (CPI) Staffing
December	Continue initial budget preparation; state, local & federal revenue projections; salary & expense projections
January - May	Track/report Georgia General Assembly state legislative session activities
January	BOE Budget work session; Budget Snapshot
January	Budget workshop with directors & principals; disseminate templates and instructions
January/February	Directors begin developing program budgets with input from staff Principals begin developing operating budgets with input from staff
February	BOE Budget work session/update
February	CFO follow up meetings with directors & principals individually; staffing & compensation reviews
March	Compile all budget input from directors & principals; update revenue & expense projections Prepare Projected Budget
March	BOE Tentative Budget work session/update (2015 HB0065 public input)
April/May	Tentative Budget information presentations to staff at schools and departments
April/May	Budget revisions based on QBE Allotment sheets, M & O property tax digest information & other new information as available
April/May	BOE Projected Budget work session & Community Budget Forum (2015 HB0065 public input)
May	BOE Tentative Budget work session
May	Approve Tentative Budgets for All Funds
May	Publish budget advertisement in Northeast Georgian newspaper
June	Adopt Final Budget for All Funds
June/July	Advertise 2015 Current Digest and History, includes proposed millage rate
June/July	Submit Adopted Final Budget to Carl Vinson Institute within 30 days of Board approval per compliance with GA law
July	Adopt millage rate; send P32.1 computation sheet and letter to Board of Commissioners for property tax levy
September	Transmit adopted budget to Georgia Department of Education by September 30