

Tentative Date	Responsibility	Event/Activity	<i>Note: Yellow Shading indicates request for Board Participation</i>
December 2018 January 2019	CFO	Prepare FY 2020 Budget Development Procedures/Templates/Reports Review Governor's Budget & monitor State legislative session activities Determine Operating Allotments for each school	
February 5, 2019	Board of Education Superintendent CFO	BOE WORK SESSION FY 2020 Budget Calendar	
February 12, 2019	Superintendent CFO Directors	Budget Meeting with Directors to share budget calendar & instructions; discuss budget templates and budget request forms; discuss ESSA equity compliance	
February 14, 2019	Superintendent CFO Principals	Budget Meeting with Principals to share budget calendar & instructions; discuss budget templates and budget request forms; discuss ESSA equity compliance	
Feb/Mar 2019	Administration	Principals develop school operating budgets with input from staff; Directors meet with CFO to develop school support budgets and department and/or program budgets	
March 1, 2019	Administration	Principals and Directors deadline to submit budget requests to Financial Services	
March 7, 2019	Board of Education Superintendent CFO	BOE WORK SESSION General Fund First Look Budget	
March 14, 2019	Superintendent CFO Directors	Final HCSD Staffing Plan meeting with HR Director, Elementary Directors, Secondary Director, Special Education Director, Federal Programs Director	
March 2019	CFO	Budget revisions based on final HCSD Staffing Plan, QBE Allotment, M & O property tax digest, other information as available; prepare Financial Notebooks & GF 2nd Look	
March 25, 2019	Board of Education Superintendent CFO	BOE BUDGET WORK SESSION Financial Notebook/All Budgets	
April 4, 2019 1st Public Hearing	Board of Education Superintendent CFO	BOE WORK SESSION General Fund Second Look Budget First Public Hearing	
April 23-26, 2019	Superintendent CFO	FY 2020 Budget Presentations at Schools/Departments - Voluntary Staff Attendance 3:45 p.m. Apr 23 @ HCHS, Apr 24 @ HWMS, Apr 25 @ LGES, 8:30 Apr 26 @ BOE	
May 9, 2019 2nd Public Hearing	Board of Education Superintendent CFO	BOE WORK SESSION FY 2020 Proposed Budget Second Public Hearing Approve Proposed Budgets for All Funds for Advertisement	
May 13, 2019	Board of Education Superintendent CFO	BOE REGULAR MEETING Approve FY 2020 Proposed Budgets for All Funds	
May 17, 2019 May 24, 2019	CFO	Advertise FY 2020 Proposed Budget in Northeast Georgian and on the HCSD website	
June 10, 2019	Board of Education Superintendent CFO	BOE REGULAR MEETING Adopt FY 2020 Final Budgets for All Funds, Approve Superintendent Contract, Employee Pay Scales for Certified and Classified Staff, Job Descriptions and Master Fundraiser List	
June/July 2019	CFO	Advertise 2019 Current Digest and History, including proposed millage rate rollback (subject to receipt of Habersham County Tax Digest)	
July 15, 2019	Board of Education Superintendent CFO	Adopt millage rate; send P32.1 computation sheet and letter to Commissioners for property tax levy	
September 2019	CFO	Deadline to transmit approved budgets to Georgia Department of Education	

Notes: Scheduled dates for adoption of millage rate are contingent upon availability of tax digest information from tax officials.

The Superintendent & CFO will provide budget briefings and updates to the Board and stakeholders throughout the FY 2020 Budget Process.