

FY 2017 Habersham County Schools 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/February	Budget meetings with directors & principals; disseminate templates and instructions
January/February	Directors begin developing program operating budgets with input from staff Principals begin developing operating budgets with input from staff
February	Superintendent & CFO meet with individual directors
March 1	ZBB staffing meeting with applicable directors
March 2 - 16	Compile all budget input from directors & principals; update revenue & expense projections Preparation of General Fund Projected Budget documents
March 21	BOE General Fund Projected Budget work session
March/April	Budget revisions based on QBE Allotment, M & O property tax digest, other information as available; Prepare General Fund Proposed Budget documents
April 11	BOE General Fund Proposed Budget work session & First Public Hearing on Budget
April	Budget information presentations to faculty and staff at schools and departments
May 9	BOE General Fund Proposed Budget work session & Second Public Hearing on Budget Anticipated Approval of Proposed Budgets for All Funds
May	Publish budget advertisement in The Northeast Georgian newspaper; Prepare Final Budgets for All Funds documents
June 13	Anticipated Approval of Final Budgets for All Funds, Pay Scales for Certified and Classified Staff, and Employee Job Descriptions
June 30	Submit Approved Final Budgets to Carl Vinson Institute in compliance with GA law
July/August	Advertise 2016 Current Digest and History, includes proposed millage rate
July/August	Adopt millage rate; send P32.1 computation sheet and letter to Board of Commissioners for property tax levy
September 30	Deadline to transmit approved budgets to Georgia Department of Education