

FY 2018 Habersham County Schools Budget Calendar --- BOE Reviewed 1/12/17

Jul - Dec	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
Jan/Feb	General Fund First Look Budget preparations; estimate state, local & federal revenue projections; salary/benefit and operating expense projections
Jan - May	Review Governor's Budget; Track/report Georgia General Assembly state legislative session activities
February	BOE General Fund First Look Budget at work session
February	Budget meetings with directors & principals; disseminate templates and instructions for Zero Based Budgeting process and ESSA equity compliance
February	Directors begin developing program school operating budgets with input from staff Principals begin developing operating budgets with input from staff
March	Superintendent & CFO meet with individual directors to review staffing and operating budgets
March	Compile all budget input from directors & principals; update revenue & expense projections Preparation of General Fund Second Look Budget documents
March	BOE General Fund Second Look Budget at work session
Mar/Apr	Budget revisions based on QBE Allotment, M & O property tax digest, other information as available; Prepare General Fund Tentative Budget documents
April	BOE General Fund Tentative Budget at work session & First Public Hearing on Budget
April	Budget information presentations to faculty and staff at schools and departments
May	BOE General Fund Tentative Budget at work session & Second Public Hearing on Budget Anticipated Approval of Tentative Budgets for All Funds
May	Publish budget advertisement in The Northeast Georgian newspaper; Prepare Final Budgets for All Funds documents
June	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
Jul/Aug	Advertise 2017 Current Digest and History, includes proposed millage rate
Jul/Aug	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