

FY 2015 Habersham County Schools Budget Calendar

July - October	Establish budget foundation with discussions of purpose, direction, goals & priorities; Full-Time Equivalent Data (FTE) Student & Certified/Classified Personnel Information (CPI) Staffing Reporting Period
November	Project next year's state, local & federal revenue funds & expenses
December	BOE Budget work session; projected budget presentation; staffing & compensation reviews
December-January	Directors & principals begin developing program budgets with input from teachers & staff
December-March	Projected budget information presentations during BOE meetings
January-May	Follow Georgia General Assembly state legislative session
January	Budget workshop with directors & principals; disseminate templates and instructions
February	CFO follow up meetings with directors & principals individually
February/March	Compile all budget input from directors & principals; update revenue & expense projections; update projected budget; prepare tentative budget
March/April	Projected budget information presentations to staff at schools and departments; BOE Budget work sessions
April/May	Budget revisions based on QBE Allotment sheets & other new info as available; Community budget forums
May	BOE Budget work sessions; Request/project/update M & O property tax digest information
May	Approval of tentative budget; publish budget advertisement in newspaper
June	Adopt final balanced budget; Request/project/update M & O property tax digest information
July	Advertise tax digest & adopt millage rate for new budget year; Submission of adopted budget to Carl Vinson Institute - in compliance with GA law
September	Transmit adopted budget to Georgia Department of Education

Revised 6/9/14