



# Hardee County School Board Agenda Analysis

## 16.02

**Author:**   
Greg Harrelson, Finance Director

**Date:**  
April 2, 2014

**Subject:**  
Proposed budget calendar for FY 2014-15

**Background Information:**

The attached budget calendar is submitted for your information. There is some flexibility with the dates in May and June. However, if the Property Appraiser certifies the tax roll on or before July 1, 2014 (as she usually does), the dates established for July 21 through September 4 have very little room for adjustment. At least three Board members must be present on the July 21, July 28, and September 4, 2014 Board meetings.

\*\*\*Because of certain timelines, I am requesting that the first Board meeting in September be held on September 4, 2014, rather than on the second Thursday of the month.

**Administrative Consideration:**

Section 200.065, Florida Statutes, specifies timelines for school district budgets.

**Fiscal Impact:** 

The 2013-14 budget notices and advertisements in the *Herald-Advocate* cost \$602. A similar amount will be budgeted in the General Fund 900 for 2014-15.

**Proposed Recommendation to School Board:**

Recommend approval of the proposed budget calendar for FY 2014-15.

**Action Required:** Action Agenda   


# Hardee County School Board Proposed Budget Calendar FY 2014-15

April - May 2014	Superintendent, Deputy Superintendent and Finance Director meet with principals and directors to discuss personnel and <u>preliminary</u> budget allocations from General Fund 900 and Class Size Reduction. Finance Director provides preliminary allocations, projected salaries and benefits for current employees, and prior year budgets.
May 2014	Schools hold meetings with school advisory councils so that the councils can assist in the preparation of the schools' annual budgets.
June 2014	Finance enters approved budget amounts Locations may enter requisitions dated July 1, 2014, against FY 2014-15 budgets
July 1	Finance converts requisitions to purchase orders and distributes purchase orders
by July 17 (Thursday)	Department of Education certifies required local effort millage rate <i>(2 working days prior to July 19)</i>
<b>July 21 9:00AM (Monday)</b>	Board approves Notice of Proposed Tax Increase or Notice of Budget Hearing, Notice of Tax for School Capital Outlay, and Budget Summary advertisements. Board approves date and time for tentative budget hearing. <i>(within 24 days of certification of taxable value)</i>
July 24 (Thursday)	<i>Herald-Advocate</i> publishes budget advertisements and notice of tentative budget public hearing <i>(within 29 days of certification of taxable value)</i>
<b>July 28 5:10 PM (Monday)</b>	Board holds public hearing on tentative millage rates and proposed budget <i>(within 2-5 days of advertisements)</i>
July 29	Finance completes and returns form DR420S to Property Appraiser and Tax Collector <i>(within 35 days of certification of taxable value)</i>
August 14	Board approves Tentative District Facilities Work Program at regular meeting
<b>September 4 5:05 PM</b>	Board holds final public hearing on District Facilities Work Program
<b>September 4 5:10 PM</b>	Board holds final public hearing on millage rates and budget <i>(between 65-80 days of certification of taxable value)</i>
<b>September 4 5:15 PM (Thursday)</b>	Board holds regular meeting. The final 2013-14 budget amendments and the 2013-14 Annual Financial Report will be on the agenda.
by September 5	Finance delivers final certification of millage to Property Appraiser and Tax Collector. Finance submits budget to Department of Education. <i>(within 3 days of final hearing)</i>
by October 1	Finance certifies compliance with Sections 200.065 and 200.068, F.S. to Department of Revenue <i>(within 30 days of final hearing)</i>

BOARD ACTION  
4/10/14  
*Approved*