

# FY 2007-2008 BUDGET / STAFFING CALENDAR

## **November 2006:**

Pupil Count Complete	Fri, November 10 <sup>th</sup>
Cabinet: 5-Year Projections Re: Election Results	Mon, November 13 <sup>th</sup>
DAC Finance/Budget Subcommittee Meeting	Thurs, November 16 <sup>th</sup>
BOE – EUR: Legal: 1Q'07 Quarterly Budget Variance Report	Tues, November 21 <sup>st</sup>

## **December 2006:**

Open Enrollment Commences	Fri, December 1 <sup>st</sup>
PHS Feeder Budget Training	Mon, December 4 <sup>th</sup>
Budgeting for Results Training for Departments	Tues, December 5 <sup>th</sup>
CVHS/DCHS Feeder Budget Training	Mon, December 11 <sup>th</sup>
CHS Feeder Budget Training	Tues, December 12 <sup>th</sup>
Budgeting for Results Training for Departments	Tues, December 12 <sup>th</sup>
Budgeting for Results Training for Departments	Wed, December 13 <sup>th</sup>
RCHS Feeder Budget Training	Wed, December 13 <sup>th</sup>
BOE – EUR: Legal: Certify Mill Levy for 2006 Property Taxes Due in 2007	Wed, December 13 <sup>th</sup>
Cabinet: Budget Work Session #1	Mon, December 18 <sup>th</sup>
Excel “Budgeting for Results” Worksheets available in shared folder	Wed, December 27 <sup>th</sup>
Official Pupil Count Complete	Fri, December 29 <sup>th</sup>
Planning Department’s Enrollment Projections (by school and by grade level)	Fri, December 29 <sup>th</sup>

## **January 2007:**

Individual Department Work with Budget Rep	Month of January
Open Enrollment Closes	Mon, January 15 <sup>th</sup>
Mid-Year Report Due to Departments	Wed, January 24 <sup>th</sup>
DAC Finance/Budget Subcommittee Meeting	Thurs, January 25 <sup>th</sup>
Cabinet: Budget Work Session #2	Mon, January 29 <sup>th</sup>
E-Learning DVD Available for SBB	Tues, January 30 <sup>th</sup>

## **February 2007:**

PSB Budget Worksheet Available from Oracle	Fri, February 2 <sup>nd</sup>
Administrators’ Meeting: Budget Update	Thurs, February 8 <sup>th</sup>
Excel Worksheets for Department Budgets Due Electronically to Budget Office	Fri, February 9 <sup>th</sup>
Public Sector Budget Open Lab for Departments	Tues, February 13 <sup>th</sup>
Public Sector Budget Open Lab for Departments	Fri, February 16 <sup>th</sup>
HR Staffing Meetings with School Principals	Tues-Fri, February 13 <sup>th</sup> -16 <sup>th</sup>
BOE – EUR: Legal: 2Q'07 Budget Variance Report	Tues, February 20 <sup>th</sup>
Public Sector Budget Open Lab for Departments	Wed, February 21 <sup>st</sup>
Inflation Rate for School Total Program Funding	Wed, February 21 <sup>st</sup>
DAC Finance/Budget Subcommittee Meeting	Thurs, February 22 <sup>nd</sup>
Childcare Budget Training	Thurs, February 22 <sup>nd</sup>
PSB Budget Training for Schools	Fri, February 23 <sup>rd</sup>
Director Level Ranking complete and given to Cabinet Member	Fri, February 23 <sup>rd</sup>
Public Sector Budget Open Lab for Departments	Tues, February 27 <sup>th</sup>

## **March 2007:**

Pupil Count Numbers Available	Thurs, March 1 <sup>st</sup>
SBB Worksheets with Final Pupil Count Numbers Available to Schools	Thurs, March 1 <sup>st</sup>
Public Sector Budget Open Lab for Schools	Fri, March 2 <sup>nd</sup>
PSB Department Worksheets Submitted	Fri, March 2 <sup>nd</sup>

**March 2007: (Cont...)**

Cabinet: Review Preliminary FY '07-'08 Budget	Mon, March 5 <sup>th</sup>
Public Sector Budget Open Lab for Schools	Tues, March 6 <sup>th</sup>
Public Sector Budget Open Lab for Schools	Fri, March 9 <sup>th</sup>
Public Sector Budget Open Lab for Schools	Tues, March 13 <sup>th</sup>
Public Sector Budget Open Lab for Schools	Fri, March 16 <sup>th</sup>
Cabinet Level Ranking complete for discussion in Cabinet	Fri, March 16 <sup>th</sup>
Cabinet: Review Preliminary FY '07-'08 Budget and discuss ranking lists	Mon, March 19 <sup>th</sup>
BOE – FY 2007-08 Budget Update	Tues, March 20 <sup>th</sup>
Public Sector Budget Open Lab for Schools	Tues, March 20 <sup>th</sup>
DAC Finance/Budget Subcommittee Meeting	Thurs, March 22 <sup>nd</sup>
Public Sector Budget Open Lab for Schools	Fri, March 23 <sup>rd</sup>
All PSB Budget Worksheets Submitted to Director of Schools	Fri, March 23 <sup>rd</sup>

**April 2007:**

All PSB Budget Worksheets Submitted to Cabinet Members	Fri, April 6 <sup>th</sup>
Public Budget Hearing	Tues, April 10 <sup>th</sup>
All PSB Budgets Due from Cabinet Members to Budget Office	Fri, April 13 <sup>th</sup>
Cabinet: Review Preliminary FY '07-'08 Budget	Mon, April 16 <sup>th</sup>
BOE – Preliminary FY 2007-08 Budget Information – Public Presentation	Tues, April 17 <sup>th</sup>
Preliminary Numbers from Oracle	Thurs, April 19 <sup>th</sup>
Final Rankings from Cabinet	Mon, April 23 <sup>rd</sup>
DAC Finance/Budget Subcommittee Meeting	Thurs, April 26 <sup>th</sup>

**May 2007:**

Cabinet: Review Preliminary FY '07-'08 Budget	Mon, May 7 <sup>th</sup>
Administrators' Meeting: Budget Update	Thurs, May 10 <sup>th</sup>
BOE – EUR: Legal: 3Q'07 Budget Variance Report	Tues, May 15 <sup>th</sup>
BOE – Present Proposed FY'07-'08 Budget	Tues, May 15 <sup>th</sup>

**June 2007:**

BOE – EUR: Legal: FY'07-'08 Budget Adoption and Appropriation Resolutions	Tues, June 19 <sup>th</sup>
Business Services: Publish Adopted Budget	Wed, June 20 <sup>th</sup>

**July 2007:**

BOE – EUR: EL 1.6.1 Legal and Fiscal Responsibilities	Tues, July 17 <sup>th</sup>
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**August 2007:**

Receive County Assessment Certification	Fri, August 24 <sup>th</sup>
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**September 2007:**

BOE – EUR: Legal: 4Q'07 Budget Variance Report	Tues, Sept 18 <sup>th</sup>
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**October 2007:**

Official Pupil Membership Count Commences	Mon, October 1 <sup>st</sup>
BOE – EUR: Legal: Revised FY'07-'08 Budget and Appropriation Resolutions	Tues, October 2 <sup>nd</sup>
Business Services: Publish Revised Budget	Wed, October 3 <sup>rd</sup>

**LEGEND:**

BOARD OF EDUCATION MEETINGS

DAC FINANCE/BUDGET SUBCOMMITTEE MEETINGS

BUDGET TRAININGS