

# Budget

Prepared by the Finance Department - 2/11/2013

**2013-2014**

**DRAFT**

Date	Function	Responsible Parties	Board Dates
<b>2012</b>			
<b>October 2012</b>	EDR Estimating Conferences & Collective Bargaining & AFC Meeting		
Week 2	FTE survey 2 for SY2013 for 3rd FEFP calculation	<b>All Schools</b>	
	National Economic Forecast for 2012-2013	EDR	
	School Board Workshop	Board	<b>9-Oct</b>
	School Board Meeting	Board	<b>23-Oct</b>
<b>November</b>	EDR Estimating Conferences & Collective Bargaining & AFC Meeting		
Week 1	Florida Economic Forecast	EDR	
Week 3	School Board Meeting (one meeting in November)	Board	<b>20-Nov</b>
<b>December 2012</b>	EDR Estimating Conferences & Collective Bargaining & AFC Meeting		
Week 1	Gen Rev Estimating Conference (Governor Uses)		
Week 2	FTE Forecast to DOE for 2013-2014 Year for traditional & charter schools	FD	
	School Board Meeting (one meeting in December)	Board	<b>11-Dec</b>
<b>2013</b>			
<b>January</b>	EDR Estimating Conferences & Collective Bargaining & AFC Meeting		
Week 1	Forecast information V. Crawford	FD	
Week 2	School Board Workshop		<b>8-Jan</b>
Week 4	Budget and TRIM Calendars due to Board	FD	
	SB Reg Mtg approve TRIM calendar	SB	<b>22-Jan</b>
	TRIM Timeline due to Property Appraiser	FD	
	TERMS Budget Reports	FD	
	Strategic Planning - Identify Top Priorities	Board	
	School Calendar	Community& Executive Board	
	Collective Bargaining	UTM, Sup	
	Governor's Budget Recommendations & EDR Est. Conf.		
	Intent letters due to HR (COMPLETE)	HR	
<b>February</b>	EDR Estimating Conferences & Collective Bargaining & AFC Meeting		
Week 1			
Week 2	Feb. Survey 3 Week for SY2013 for 4th FEFP calculation	All Schools	
	School Board Workshop	Board	<b>12-Feb</b>
Week 3	Review staff allocations with Executive Staff	Super, Ex Staff, FD, Dir of Assessment	
	Property value estimate from Property Appraiser	FD	
Week 4	SB Reg Mtg - discuss on budget calendar	SB	<b>26-Feb</b>
	Preliminary forecast for current year end & projection for coming year	Finance Director	

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	Pay Type Calendars created by IT & Personnel Data From IT to Finance for workbooks (currently working TERMS HR Budget Reports)	IT & FD (2/25-26, 2013)	
	Staff allocation plans to school principals & departments	Super, CFO, CAO,FD	
<b>March</b>	Legislative Session Begins & EDR Estimating Conferences & AFC Meeting		
Week 1	HR Data to Schools & Departments	Super, CFO, CAO,FD	
	Teacher Recommendations go out of Principals	HR	
Week 2	School Board Meeting (only meeting in March)	SB	<b>12-Mar</b>
Week 3	Subject or Grade Preference Sheets ( no later than 60 days prior to the end of current school year)	HR	
Week 4	Spring Break		
<b>April</b>	Legislative Session Begins & EDR Estimating Conferences & Collective Bargaining & AFC Meeting		
Week 1	Capital budget workshop	Super, Facilities & FD	
	Charter School budget due to district office	Super,CFO,CAO, Prin, FD	
	School budget reviews with principals	Super,CFO,CAO, Prin, FD	
	School budgets reviewed by FD	FD	
Week 2	SB Workshop Review Budget recommendations	SB	<b>9-Apr</b>
	Department budget reviews with department heads	Super,CFO,CAO, Dept	
	School & department budgets reviewed by FD	Heads, FD	
Week 3	School & department budgets reviewed by FD	OM	
	Schools & departments input discretionary budgets to TERMS		
Week 4	SB Reg Mtg continue budget review	SB	<b>23-Apr</b>
	School & department budgets reviewed by FD	OM	
	Schools & departments input discretionary budgets to TERMS		
<b>May</b>	Legislative Session Ends & EDR Estimating Conferences & Collective Bargaining & AFC Meeting		
Week 1	Final Conference Report (1st FEFP Calculation) FY2014		
	Return Instructional Recommendations	HR	
	Teachers not returning informed in writing by May 3, 2013	HR	
	DOE publishes 4 <sup>th</sup> Calculation FY2013, adjust budget for significant changes	FD	
	Recommendations for instructional personnel go to SB workshop - link	SB	
Week 2	FSBA Legislative Summary & V. Crawford		
	Recommendations go out to Board	HR	
	Capital budget & five year plan draft 1 prepared	Facilities & FD	

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Week 3	School & department budgets summarized & upload file prepared for TERMS	FD	
	Board Meeting to act on Instructional Recommendations	HR	<b>14-May</b>
	Personnel reappointments Administrative recommendations go out to Executive staff/Dept Heads	HR	
Week 4			
Week 5	SB Reg Mtg	SB	<b>28-May</b>
	Tentative Teacher Assignments (no later than 8 days prior to last day for teachers)	HR	
	Evaluations must be given to teachers (no later than 5 days prior to teacher's last day)	HR	
	Tentative Building assignments (no later than 5 days prior to last day for teachers)	HR	
	Summarize balance & total district budgets in TERMS	FD	
<b>June</b>	EDR Estimating Conferences & Collective Bargaining & AFC Meeting		
Week 1	Capital budget & five year plan draft 2 prepared	Facilities & FD	
	Evaluations given to teachers (no later than 5 days prior to teachers last day)	HR	
Week 2	Capital budget & five year plan finalize	Facilities & FD & Sup	
	Upload Captial budget in TERMS	FD	
	Last day for teachers June 10, 2013		
	Return Administrative recommendations to HR	HR	
	School Board Workshop	SB	<b>11-Jun</b>
Week 3	FTE survey 4 Week for SY2013 for final FEFP calculation		
	Administrators not recommended to return told in writing by June 17, 2013	HR	
	Administrative recommendations go to SB-link June 18, 2013	HR, SB	
Week 4	Department of Revenue makes available DR420S Taxable Value		
	SB Reg Mtg Act on Administrative recommendations	SB	<b>25-Jun</b>
	Capital budget & five year plan to Board (waiting on DOE to open data base )	SB	<b>25-Jun</b>
	Return Administrative recommendations to HR		
Note	Finance Department begins closing the books		
<b>July</b>	EDR Estimating Conferences & Outlook Statements & Collective Bargaining & AFC Meeting		
Week 1	Property Appraiser certifies tax roll & MCSD prepares DR420S		
	2013-2014 Budget Open in TERMS		
	PECO appropriations letter arrives		
Week 2	SB Workshop		
Week 3	DOE certifies RLE and provides 2 <sup>nd</sup> Calculation with categoricals		

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Week 4	Superintendent submits proposed tentative budget to Board for advertising	Superintendent & FD	<b>23-Jul</b>
	TRIM advertisement	FD	
Week 5	Public budget hearing #1. Board adopts tentative budget & mills	SB, Super, FD	<b>30-Jul</b>
Note	Finance Department is closing the books		
<b>August</b>	EDR Estimating Conferences & Outlook Statements, Collective Bargaining, & AFC Meeting.		
Week 1	Superintendent advises Property Appraiser of millages & final hearing date, place & time		
Week 2	SB Workshop	SB	<b>13-Aug</b>
Week 3	Final Budget preparation in process	FD	
Week 4	SB Reg Mtg. Public budget hearing #2.	SB	<b>27-Aug</b>
	Capital Plan (5 YR) submitted to the Board for review	Super, Facilities, SB	
	Property Appraiser mails tax notices		
	AFR completed for use in budget comparison and for beginning budget fund balances	FD	
<b>September</b>	EDR Estimating Conferences, Collective Bargaining		
Week 1	Final Budget prepared	FD	
	Public hearing #3 to adopt the final budget	Board, Super, FD	<b>3-Sep</b>
	Capital Plan (5 Yr) approved by the Board		
	Property Appraiser certifies final taxable value and MCSD may administratively adjust millage rates		
	Superintendent certifies millage to Property Appraiser and Tax Collector and submits budget to DOE	Superintendent & FD	
Week 3	Capital Plan submitted to DOE - OEF	Facilities	
<b>October</b>	EDR Estimating Conferences & Outlook Statements		
Week 1	Certify compliance to DOR	Superintendent & FD	
Week 2	FTE 2nd survey for SY2014 for 3rd FEFP calculation	All Schools	
	National Economic Forecast for 2014-2015 (Next Year)	EDR	