

## FY 2005 OPERATING BUDGET SCHEDULE

<b>July 8, 2003</b>	Present proposed operating schedule to the Board
<b>August 14, 2003</b>	Pre-budget meeting with the Superintendent
<b>September, 2003</b>	Pre-budget meetings with the Executive Directors
<b>September 12, 2003</b>	Grants and general fund instructions to offices
<b>September 30 - October 7, 2003</b>	BRASS training and FY05 budget assistance sessions for office budgets
<b>October 15 - 29, 2003</b>	Area pre-budget meetings
<b>October 10, 2003</b>	Office budget requests are due to the Office of Budget and Reporting (OBR)
<b>Early November, 2003</b>	Review by the Deputy Superintendents
<b>Mid-November, 2003</b>	Review by the Superintendent
<b>Early December, 2003</b>	Meet with County officials (if needed)
<b>January 9, 2004</b>	Superintendent's proposed FY05 budget book to the print shop
<b>January 13, 2004</b>	Superintendent presents proposed FY05 budget to the Board – Distribution of the budget book
<b>January 26, 2004</b>	Board public hearing (snow date: January 28, 2004)
<b>February 3, 2004</b>	Board work session (snow date: February 4, 2004)
<b>February 23, 2004</b>	Board's adopted FY05 budget book to the print shop
<b>February 25, 2004</b>	<b><i>Board adopts FY05 budget</i></b> – distribution of budget book
<b>March 1, 2004</b>	FY05 proposed budget due to the County Executive
<b>March 22, 2004</b>	General fund budget instructions to schools
<b>March 23, 2004</b>	FY04 special revenue supplement (if necessary)

Specific to the Board of Education
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<b><i>Requires action by the Board of Education</i></b>
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**FY 2005 OPERATING BUDGET SCHEDULE**

<b>March, 2004</b>	County Executive staff reviews BCPS budget proposal
<b>March 22 – April 19, 2004</b>	Schools allocate budget allotments
<b>April 15, 2004</b>	County Executive present FY05 budget recommendations to the County Council
<b>April 26 – May 7, 2004</b>	BRASS training and assistance for schools
<b>May 7, 2004</b>	School budget requests are due to OBR
<b>April – May, 2004</b>	County Council reviews budget request and holds public hearing on all county budgets
<b>May 25, 2004</b>	FY04 general fund supplement (if needed)
<b>May, 2004</b>	County Council Work Session on BCPS budget
<b>May, 2004</b>	County Council adopts FY05 budget
<b>July 1, 2004</b>	FY05 funds available
<b>July 1, 2004</b>	FY05 approved budget book to the print shop
<b>July 13, 2004</b>	Distribution of the FY05 adopted budget book

Specific to the Board of Education
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