

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 13, 2004

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **FY06 OPERATING AND CAPITAL BUDGET SCHEDULES**

ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services

RESOURCE PERSON(S): Barbara Burnopp, Executive Director, Fiscal Services
Mike Goodhues, Director, Budget & Reporting

INFORMATION

In the past, Board Members and the public have requested advance notice of important dates connected to the capital and operating budgets. The attached initial schedules outline those important dates and the process to be followed.

The processes are similar to those followed in previous years, and, again this year, the capital request process has been streamlined to consolidate the state and county processes into one process at the Board level.

Attachment I – FY2006 Operating Budget Schedule
Attachment II – FY2006 Capital Budget Schedule– State/County Request

**FY2006 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST**

June 10, 2004	Public Hearing
July 13, 2004	Present proposed capital schedule to the Board
July/August, 2004	Office of Budget & Reporting to meet with offices and schools to finalize project requests
August 2, 2004	All capital project requests are due to the Office of Budget and Reporting
August 17, 2004	Meet with Deputy Superintendents, Executive Director of Fiscal Services, Executive Director of Facilities, and the Office of Strategic Planning to discuss FY06 state and county capital request.
August 19, 2004	Capital budget review with the Superintendent
August, 2004	Meet with County officials (if needed)
September 3, 2004	State/County capital request to the Superintendent
September 21, 2004	Present Superintendent's proposed State/County capital request to the Board
September 22, 2004	Board work session
October 5, 2004	<i>Board votes on Superintendent's proposed State/County capital request</i>
October, 2004	Area pre-budget meetings – see “FY06 Operating Budget Schedule”
October 15, 2004	State request due to the State Interagency Committee for Public Construction (IAC)
October, 2004	Public School Construction Program review meeting (MSDE)
November 16, 2004	Budget & Audit Committee – Capital budget update

Board of Education Meeting or Work Session

<i>Requires action by the Board of Education</i>
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FY2006 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST

November, 2004	IAC issues recommendations for state request
December, 2004	Appeal hearing to IAC for state request
December 21, 2004	Present Superintendent's revised County capital request to the Board based on IAC recommendations.
January 11, 2005	<i>Board votes on Superintendent's proposed County capital request</i>
January 14, 2005	The County capital request is submitted to the County Office of Budget and Finance and forwarded to the Office of Planning and Zoning. The County Executive conducts an overview meeting with the Planning Board in January.
January, 2005	Appeal hearing to the Board of Public Works (BPW) for state request
January/February, 2005	Presentation to the County Planning Board for County request
January – March, 2005	County capital budget is reviewed by county agencies
April, 2005	State legislature approves State capital budget
April, 2005	The County Executive submits the proposed county capital budget to the County Council by April 15.
May, 2005	BPW approves IAC recommendations of the state request
May, 2005	The County Council adopts the FY06 County capital budget
June 9, 2005	Public Hearing on FY07 capital requests
July 1, 2005	FY06 funds available
July 12, 2005	<i>Distribution of the FY06 budget book</i>

Board of Education Meeting or Work Session

Requires action by the Board of Education

FY 2006 OPERATING BUDGET SCHEDULE

July 13, 2004	Present proposed operating schedule to the Board
August 18, 2004	Pre-budget meeting with the Superintendent
September, 2004	Pre-budget meetings with the Executive Directors
September, 2004	Grants and general fund instructions to offices
September 27 - October 8, 2004	BRASS training and FY06 budget assistance sessions for office budgets
October, 2004	Area Pre-Budget Meetings
October 11, 2004	Office budget requests are due to the Office of Budget and Reporting (OBR)
November, 2004	Review by the Deputy Superintendents
November, 2004	Review by the Superintendent
Early December, 2004	Meet with County officials (if needed)
January 4, 2005	Superintendent's proposed FY06 budget book to the print shop
January 11, 2005	Superintendent presents proposed FY06 budget to the Board – Distribution of the budget book
January 26, 2005	Board public hearing – Ridge Ruxton School (snow date: January 27, 2005) - Tentative
February 1, 2005	Board work session (snow date: February 2, 2005) - Tentative
February 18, 2005	Board's adopted FY06 budget book to the print shop
February 22, 2005	<i>Board adopts FY06 budget – distribution of budget book</i>

Specific to the Board of Education
<i>Requires action by the Board of Education</i>

FY 2006 OPERATING BUDGET SCHEDULE

March 1, 2005	FY06 proposed budget due to the County Executive
March 21, 2005	General fund budget instructions to schools
March 8, 2005	FY05 special revenue supplement (if necessary)
March, 2005	County Executive staff reviews BCPS budget proposal
February 28 – April 18, 2005	Schools allocate budget allotments
April 15, 2005	County Executive present FY06 budget recommendations to the County Council
April 18 – 25, 2005	BRASS training and assistance for schools
April 25, 2005	School budget requests are due to OBR
April – May, 2005	County Council reviews budget request and holds public hearing on all county budgets
May 24, 2005	FY05 general fund supplement (if needed)
May, 2005	County Council Work Session on BCPS budget
May, 2005	County Council adopts FY06 budget
July 1, 2005	FY06 funds available
July 7, 2005	FY06 approved budget book to the print shop
July 12, 2005	Distribution of the FY06 adopted budget book

Specific to the Board of Education
<i>Requires action by the Board of Education</i>