

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 8, 2003

TO: BOARD OF EDUCATION

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: FY05 Operating and Capital Budget Schedule

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 – FY2005 Operating Budget Schedule
Attachment II – FY2005 Capital Budget Schedule– State/County Request

FY 2005 OPERATING BUDGET SCHEDULE

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

Specific to the Board of Education

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

FY 2005 OPERATING BUDGET SCHEDULE

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

Specific to the Board of Education

<i>Requires action by the Board of Education</i>
--

**FY2005 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST**

Attachment II

July 8, 2003	Present proposed capital schedule to the Board
July/August, 2003	Office of Budget & Reporting to meet with offices and schools to finalize project requests
August 1, 2003	All capital project requests are due to the Office of Budget and Reporting
August 14, 2003	Meet with Deputy Superintendents, Executive Director of Fiscal Services, Executive Director of Facilities, and the Office of Strategic Planning to discuss FY05 state and county capital request.
August 21, 2003	Capital budget review with the Superintendent
August, 2003	Meet with County officials (if needed)
September 4, 2003	State/County capital request to the Superintendent
September 10, 2003	Public hearing on 6-year capital program requests
September 23, 2003	Present Superintendent's proposed State/County capital request to the Board
September 25, 2003	Board work session
October 9, 2003	<i>Board votes on Superintendent's proposed State/County capital request</i>
October, 2003	Area pre-budget meetings
October 15, 2003	State request due to the State Interagency Committee for Public Construction (IAC)
October, 2003	Public School Construction Program review meeting (MSDE)
November, 2003	IAC issues recommendations for state request
November 11, 2003	Budget & Audit Committee – Capital budget update (IAC Recommendations)

Board of Education Meeting or Work Session
<i>Requires action by the Board of Education</i>

**FY2005 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST**

December 2, 2003	<i>Possible Board meeting to approve changes to capital request based on IAC recommendations</i>
December, 2003	Appeal hearing to IAC for state request
January, 2004	Appeal hearing to the Board of Public Works (BPW) for state request
January 15, 2004	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/February, 2004	Presentation to the County Planning Board for County request
January – March, 2004	County capital budget is reviewed by county agencies
April, 2004	State legislature approves State capital budget
April, 2004	The County Executive submits the proposed county capital budget to the County Council by April 15.
May, 2004	BPW approves IAC recommendations of the state request
May, 2004	The County Council adopts the FY05 County capital budget
June 2, 2004	Public Hearing on FY06 capital requests
July 1, 2004	FY05 funds available
July 13, 2004	Distribution of the FY05 budget book

Board of Education Meeting or Work Session
<i>Requires action by the Board of Education</i>