



COBB COUNTY SCHOOL DISTRICT

FY2013 BUDGET DEVELOPMENT CALENDAR

Blue shading indicates request for Board participation.

Revised 3/22/12

<u>Date</u>	<u>Responsibility</u>	<u>Event</u>												
Oct 12, 2011	CFO	Present FY2013 Initial Budget Outlook, FY2013 Budget Calendar and Three Year Forecast												
Nov 9, 2011	CFO	Provide update on FY2013 Budget												
Nov 2011 - Jan 2012	Deputy Superintendent Leadership & Learning	Prepare FY2013 Personnel Allotments for each school and determine student/teacher ratio requirements and needs												
Dec 2011 - Jan 2012	Budget Director	Prepare FY2013 Budget Development Procedures/Reports (Personnel Formula Allotments, Salary & Operating Accounts, Other Funds)												
Jan 11, 2012	CFO	Provide update on FY2013 Budget												
Feb 8, 2012	CFO	Provide update on FY2013 Budget Present budget items excluded by the Board from specific approval.												
Feb 10, 2012 - March 9, 2012	Local School Staff Central Office Staff	Local School & Central Office Review of FY2013 Budgets -Local School FY2013 Budget Input Preparation -Central Office Preparation of FY2013 Continuation Budgets												
March 9, 2012	Central Office/Local School Administration	Deadline for Local Schools and Central Office Depts. to return completed Continuation Reports and Reduction Forms to the Budget Department												
March 14, 2012	CFO	FY2013 Board Budget Work Session - Provide update on FY2013 Budget												
March 2012 (date and location to be announced)	Budget Director	FY2013 Budget Digest Presentation Tax Digest Update - Mr. Phil Hogsed - Cobb County Tax Assessor - Cobb Annual Meeting with Cobb Tax Assessor to update Cobb County Government Entities regarding the development of the tax digest and digest growth												
April 11 & April 26 2012	Board Of Education Superintendent CFO Budget Director	Budget Review Committee FY2013 Board Budget Work Sessions (Meetings will be added or deleted as necessary)												
		<table border="1"> <thead> <tr> <th><u>Date</u></th> <th><u>Place</u></th> <th><u>Time</u></th> </tr> </thead> <tbody> <tr> <td>April 11</td> <td>Board Room - Review FY2013 Tentative Budget</td> <td>8:30 am</td> </tr> <tr> <td>April 26</td> <td>Board Room - Tentative Salary Hearing</td> <td>6:30 pm</td> </tr> <tr> <td>April 26</td> <td>Board Room - Adopt FY2013 Tentative Budget</td> <td>7:00 pm</td> </tr> </tbody> </table>	<u>Date</u>	<u>Place</u>	<u>Time</u>	April 11	Board Room - Review FY2013 Tentative Budget	8:30 am	April 26	Board Room - Tentative Salary Hearing	6:30 pm	April 26	Board Room - Adopt FY2013 Tentative Budget	7:00 pm
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April 19, 2012	Budget Director	Advertise Salary Hearings (if needed) in the MDJ & give written notice to all affected employees												
April 30, 2012	Budget Director	Advertise Salary Hearings (if needed) in the MDJ & give written notice to all affected employees												
April 27 - May 1, 2012	Budget Director	Prepare the FY2013 Popular Budget Report and the Internet Report for presentation to the citizens of Cobb County												
May 2, 2012	Budget Director	Advertise FY2013 Tentative Budget - Place Tentative Popular Report on the web at www.cobbk12.org and distribute memo for public libraries to display for citizens to locate the Popular Report on the District's website.												
May 7, 2012	Board Of Education Superintendent	Tentative Salary Hearing (6:30 PM - 7:00 PM) FY2013 Budget Public Forum (7:00 PM - 7:30 PM) Board of Education & Superintendent conducts a public forum for the FY2013 Tentative Budget. Interested parties will present any additional input or comments.												
May 17, 2012	Board Of Education	Legal Adoption of the FY2013 Budget at the regular Board Meeting - (7:00 PM)												
July 3, 2012	Budget Director	If needed, advertise two public hearings for the Taxpayer Bill of Rights - July 11 and July 19 Advertise Current Tax Digest and Five Year History of Levy in the MDJ												
July 11, 2012	Board Of Education Superintendent	If needed, hold two public hearings for Tax Digest (514 Glover Street - Board Room - 9:00 am and 6:30 PM)												
July 12, 2012	Budget Director	If needed, advertise public hearing for the Taxpayer Bill of Rights - July 19												
July 19, 2012	Board Of Education Superintendent	If needed, hold public hearing in Board Room at 6:30 PM for Tax Digest Set the FY2013 Millage rate in the Board Room at 7:00 PM												