



## FY2016 BUDGET DEVELOPMENT CALENDAR

Gray shading indicates request for Board participation.

<u>Date</u>	<u>Responsibility</u>	<u>Event</u>									
Oct. 8, 2014	CFO	Present FY2016 Budget Forecast to the Board.									
Nov. 2014 - Feb. 2015	Chief Leadership & Learning Officer	Prepare FY2016 Personnel Allotments for each school and determine student/teacher ratio requirements and needs.									
Dec. 2014 - Feb. 2015	Budget Director	Prepare FY2016 Budget Development Procedures/Reports (Personnel Formula Allotments, Salary & Operating Accounts, Other Funds).									
Feb. 11, 2015	CFO	Provide <i>Budget Update</i> Newsletter to the Board Present FY2016 Budget Calendar Review FY2015 current year Budget status Review Governor's FY2016 Educational Funding Proposal									
Feb. 18 - 19, 2015	Budget Director	Agency Budget Training Sessions with Central Office Departments to discuss FY2016 Budget procedures Budget Administrator Reports (BAR) will be distributed during this week. <table style="margin-left: 40px; border: none;"> <thead> <tr> <th><u>Date</u></th> <th><u>Place</u></th> <th><u>Time</u></th> </tr> </thead> <tbody> <tr> <td>February 18 -</td> <td>440 Glover Street - Glover Conference Room</td> <td>10:00AM to 11:00AM</td> </tr> <tr> <td>February 19 -</td> <td>440 Glover Street - Glover Conference Room</td> <td>3:00PM to 4:00PM</td> </tr> </tbody> </table>	<u>Date</u>	<u>Place</u>	<u>Time</u>	February 18 -	440 Glover Street - Glover Conference Room	10:00AM to 11:00AM	February 19 -	440 Glover Street - Glover Conference Room	3:00PM to 4:00PM
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Feb. 18 - March 13, 2015	Central Office Staff	Central Office Review of FY2016 Budgets.									
March 3 - 5, 2015	Budget Dept. Staff	Q&A Sessions for Budget Assistance (First Come First Served Basis): <table style="margin-left: 40px; border: none;"> <thead> <tr> <th><u>Date</u></th> <th><u>Place</u></th> <th><u>Time</u></th> </tr> </thead> <tbody> <tr> <td>March 3 -</td> <td>440 Glover Street - Budget Conference Room</td> <td>10:00AM to 12:00PM</td> </tr> <tr> <td>March 5 -</td> <td>440 Glover Street - Budget Conference Room</td> <td>2:00PM to 4:00PM</td> </tr> </tbody> </table>	<u>Date</u>	<u>Place</u>	<u>Time</u>	March 3 -	440 Glover Street - Budget Conference Room	10:00AM to 12:00PM	March 5 -	440 Glover Street - Budget Conference Room	2:00PM to 4:00PM
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March 11, 2015	CFO	Provide <i>Budget Update</i> Newsletter to the Board									
March 13, 2015	<b>Central Office</b>	<b>Deadline for Central Office Departments to return completed reports to the Budget Department</b>									
March 2015	Superintendent Executive Cabinet	<u>Administrative Budget Sessions</u> Specific dates to be decided.									
March 26, 2015	Budget Director	<u>FY2016 Budget Digest Presentation</u> Tax Digest Update - 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 15 & April 30, 2015	Board Of Education Superintendent CFO	<b>Budget Review Committee</b> FY2016 Board Budget Work Sessions: <table style="margin-left: 40px; border: none;"> <thead> <tr> <th><u>Date</u></th> <th><u>Place</u></th> <th><u>Time</u></th> </tr> </thead> <tbody> <tr> <td>April 15</td> <td>Board Room - Review FY2016 Tentative Budget and Present Board Agenda Item for approval of the FY2016 Tentative Budget</td> <td>8:30 AM</td> </tr> <tr> <td>April 30</td> <td>Board Room - Adopt FY2016 Tentative Budget</td> <td>7:00PM</td> </tr> </tbody> </table>	<u>Date</u>	<u>Place</u>	<u>Time</u>	April 15	Board Room - Review FY2016 Tentative Budget and Present Board Agenda Item for approval of the FY2016 Tentative Budget	8:30 AM	April 30	Board Room - Adopt FY2016 Tentative Budget	7:00PM
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May 1 -7, 2015	Budget Director	Prepare the FY2016 Popular Budget Report and the Internet Report for presentation to the citizens of Cobb County.									
May 8, 2015	Budget Director	Advertise FY2016 Tentative Budget - Place Tentative Popular Report on the web at <a href="http://www.cobbk12.org">www.cobbk12.org</a> and distribute memo for public libraries to display for citizens to locate the Popular Report on the District's website.									
May 13, 2015	Board Of Education Superintendent CFO	<b>Board Work Session (8:30 AM)</b> Present Board Agenda Item for approval of FY2016 Budget.									
May 14, 2015	Board Of Education Superintendent	<b><u>FY2016 Budget Public Forum (9:00 AM - 9:30 AM)</u></b> Board of Education & Superintendent conducts a public forum for the FY2016 Tentative Budget. Interested parties will present any additional input or comments.									
May 28, 2015	Board Of Education	<b><u>Legal Adoption of the FY2016 Budget at the regular Board Meeting (7:00 PM)</u></b>									
June 29, 2015	Budget Director	<u>If needed</u> , advertise three public hearings for Taxpayer Bill of Rights in the newspaper and on the website at <a href="http://www.cobbk12.org">www.cobbk12.org</a> . Advertise Current Tax Digest and Five Year History of Levy in the newspaper.									
July 9, 2015	Board Of Education Superintendent	Hold first and second public hearings for Tax Digest (590 Commerce Park, Suite 140 - 8:30AM and 6:00PM).									
July 22, 2015	Board Of Education Superintendent	Hold third public hearing for Tax Digest (514 Glover Street - Board Room - 8:30AM). <b><u>Set the FY2016 Millage Rate in the Board Room (9:00 AM)</u></b>									