



COBB COUNTY SCHOOL DISTRICT

FY2012 BUDGET DEVELOPMENT CALENDAR

Blue shading indicates request for Board participation.

Date	Responsibility	Event												
Nov 2010 - Jan 2011	Deputy Superintendent Leadership & Learning	Prepare FY2012 Personnel Allotments for each school and determine student/teacher ratio requirements and needs												
Dec 2010 - Jan 2011	Budget Director	Prepare FY2012 Budget Development Procedures/Reports (Personnel Formula Allotments, Salary & Operating Accounts, Other Funds)												
Dec 2010	CFO	CFO to address the Executive Cabinet at regular Exec Cabinet Meeting regarding FY2012 Budget Development Calendar & Procedures												
Jan 2011	Budget Director	Prepare the FY2012 Budget Development Manual												
Jan 12, 2011	CFO	Present FY2012 Initial Budget Outlook to the Board (514 Glover Street- Board room)												
Feb 9, 2011	CFO	CFO Provide update on FY2012 Budget (discuss possible cuts). Superintendent Present budget items excluded by the Board from specific approval.												
Feb 19, 2011 - March 11, 2011	Local School Staff Central Office Staff	Local School & Central Office Review of FY2012 Budgets -Local School FY2012 Budget Input Preparation -Central Office Preparation of FY2012 Continuation Budgets												
March 1, 2011	Board of Education	Called Board Budget Meeting (5:00 PM - 7:00 PM)												
March 7, 2011	Board of Education	Called Board Budget Meeting (5:00 PM - 7:00 PM)												
March 9, 2011	CFO	FY2011 Board Budget Work Session - Provide update on FY2012 Budget												
March 11, 2011	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												
April 6, 2011	Budget Director	FY2012 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 28, May 4 & May 11, 2011	Board Superintendent CFO Budget Director	Budget Review Committee FY2012 Board Budget Work Sessions (Meetings will be added or deleted as necessary)												
		<table border="1"> <thead> <tr> <th>Date</th> <th>Place</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>April 28</td> <td>Board Room - Review FY2012 Tentative Budget</td> <td>6:00 PM - 10:00 PM</td> </tr> <tr> <td>May 4</td> <td>Board Room - Review FY2012 Tentative Budget</td> <td>6:00 PM - 10:00 PM</td> </tr> <tr> <td>May 11</td> <td>Board Room - Adopt FY2012 Tentative Budget</td> <td>2:00 PM - 5:00 PM</td> </tr> </tbody> </table>	Date	Place	Time	April 28	Board Room - Review FY2012 Tentative Budget	6:00 PM - 10:00 PM	May 4	Board Room - Review FY2012 Tentative Budget	6:00 PM - 10:00 PM	May 11	Board Room - Adopt FY2012 Tentative Budget	2:00 PM - 5:00 PM
Date	Place	Time												
April 28	Board Room - Review FY2012 Tentative Budget	6:00 PM - 10:00 PM												
May 4	Board Room - Review FY2012 Tentative Budget	6:00 PM - 10:00 PM												
May 11	Board Room - Adopt FY2012 Tentative Budget	2:00 PM - 5:00 PM												
May 12, 2011	Budget Director	Advertise Salary Hearings (If needed) in the MDJ & give written notice to all affected employees												
May 12 - May 19, 2011	Budget Director	Prepare the FY2012 Popular Budget Report and the Internet Report for presentation to the citizens of Cobb County												
May 19, 2011	Board Of Education Superintendent	Tentative Salary Hearing (6:30 PM - 7:00 PM)												
May 19, 2011	Budget Director	Advertise FY2012 Tentative Budget - Place Tentative Popular Report on the web at www.cobbk12.org												
May 31, 2011	Board Of Education Superintendent	Tentative Salary Hearing (6:00 PM - 6:30 PM) FY2012 Budget Public Forum (514 Glover Street - Board Room - 6:30 PM) Board of Education & Superintendent conduct a public forum for the FY2012 Tentative Budget. Interested parties will present any additional input or comments.												
June 8, 2011	Board of Education	Legal Adoption of the FY2012 Budget at the regular Board Meeting - (514 Glover Street - Board Room - 9:00 AM)												
July 6, 2011	Budget Director	If needed, advertise two public hearings for the Taxpayer Bill of Rights - July 13 and July 21												
July 13, 2011	Board Of Education Superintendent	If needed, hold one of two public hearings for Tax Digest (514 Glover Street - Board Room - 9:00 am)												
July 14, 2011	Budget Director	If needed, advertise public hearing for the Taxpayer Bill of Rights - July 21												
July 21, 2011	Board Of Education Superintendent	If needed, hold public hearing in Board Room at 6:30 PM for Tax Digest Set the FY2012 Millage rate in the Board Room at 7:30 PM												