

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 9, 2002

**TO:** **BOARD OF EDUCATION**

**FROM:** **Dr. Joe A. Hairston, Superintendent**

**SUBJECT:** **FY2004 Capital (State and County) and Operating Budget –Schedules**

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

**RESOURCE  
PERSON(S):** **Barbara Burnopp, Executive Director, Fiscal Services**

**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; however, the capital request process has been streamlined to consolidate the state and county processes into one process at the Board level.

Attachment I – FY2004 Operating Budget Schedule

Attachment II – FY2004 Capital Budget – State/County Request Schedule

## **FY 2004 OPERATING BUDGET SCHEDULE**

**June 20, 2002** - Present proposed operating budget schedule to Business Services

**June 24, 2002** – Present proposed operating budget schedule to Executive Staff

**July, 2002** – Closing Budget Appropriation Transfer for FY2002, and tuition charges for Non-Resident Students to the Board

**August 1 – 7** – Pre-budget meetings with the Executive Staff and Strategic Planning

**August 8 – 16** – Pre-budget meetings with the Executive Directors

**September 9** - Grants and General Fund Instructions to Offices

**September 30 – October 4** - BRASS Training and FY04 Budget Assistance Sessions and Timonium and Food Services labs for Office Budgets

**October, 2002** – Revenue Supplement – Aging Schools to the Board

**October 10 to 31** – Area Pre-Budget Hearings

**October 11** – Office Budget Requests Due to the Office of Budget and Reporting (OBR).

**Early November** – Review by the Deputy Superintendents

**Mid-November** – Review by the Executive Staff

**Early December** – Meet with County Officials

**January 14** – Superintendent Presents FY2004 Proposed Budget to the Board

**\*January 29** – Board Public Hearing (Snow date – January 30, 2003)

**\*February 4** – Board Work Session (Snow date – February 5, 2003)

**February 26** – Board Adopts FY2004 Budget

**February 10** –General Fund Budget Instruction to schools

**February 28** –FY2004 Proposed Budget due to the County Executive

**February, 2003** – FY03 Special Revenue Supplement (if necessary)

**\* March 3 to April 11** - County Executive Staff Reviews Board Budget Proposal

\* **March 3 to May 16** – Schools Allocate Budget Allotments

**April, 2003** - FY03 General Fund Supplement (if necessary)

\* **April 12** - County Executive Presents FY2004 Budget Recommendations to the County Council

\***April 28 – May 9** – BRASS training and assistance for schools

\* **April 16 to May 24** – County Council Reviews Budget Request and holds public hearings on all county budgets

\***May 16** – School Budget requests are due to the OBR

\* **May 27** – County Council Adopts FY2004 Budget

**June 10** – Board Approves FY2004 Budget Book

**July 1** – FY2004 Funds Available

\* Tentative

Specific to Board of Education

**FY 2004 CAPITAL BUDGET  
STATE/COUNTY REQUEST  
SCHEDULE**

**June 20, 2002** – Present proposed capital schedule to Business Services

**June 24, 2002** – Present proposed capital schedule to Executive Staff

**July/August** – Meet with offices and schools to finalize project requests

**\*August 29** – Meet with Deputy Superintendents, Executive Director Fiscal Services, Executive Director Facilities, and the Office of Strategic Planning to discuss Capital and FY04 State request.

**September 9** – State/County Request to Executive Staff

**\*Week of September 9** – Meet with County officials

**\*September 17** – Distribution of request to the Board and to the public

**September 24** – Present proposed State/County capital request to Board

**\*September 26** – Public Hearing – 6:30 p.m. – ESS Board Room

**\*September 30** – Board Work Session – 6:30 p.m. – ESS Board Room

**October 10** – Board votes on proposed State/County capital request

**October 15** – State request due to the State Interagency Committee for Public School Construction (IAC)

**\*November** – State Interagency Committee for Public School Construction (IAC) issues recommendation (State request)

**\*December** – Appeal to IAC (State request)

**\*January** – Appeal to Board of Public Works (BPW) (State Request)

**\*January 15** – The County capital budget 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.

**\*Late January** – Presentation to the County Planning Board (County request)

**\*January – March** – County capital budget is reviewed by County agencies.

**\*April** – State Legislature approves State Capital Budget

**\*April 15** – The County Executive submits the proposed County capital budget to the County Council by April 15.

**\*May** – BPW approves IAC recommendations (State request)

**\*May 20** – The County Council adopts FY04 County capital budget.

**June 10** – Board Approves FY2004 Budget Book

**July 1** – FY2004 Funds Available

\* Tentative

Specific to Board of Education