

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 13, 2004

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

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

**SUBJECT:** **FY06 OPERATING AND CAPITAL BUDGET SCHEDULES**

**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 – FY2006 Operating Budget Schedule  
Attachment II – FY2006 Capital Budget Schedule– State/County Request

**FY2006 CAPITAL BUDGET SCHEDULE  
STATE/COUNTY REQUEST**

<b>June 10, 2004</b>	Public Hearing
<b>July 13, 2004</b>	Present proposed capital schedule to the Board
<b>July/August, 2004</b>	<b>Office of Budget &amp; Reporting to meet with offices and schools to finalize project requests</b>
<b>August 2, 2004</b>	<b>All capital project requests are due to the Office of Budget and Reporting</b>
<b>August 17, 2004</b>	<b>Meet with Deputy Superintendents, Executive Director of Fiscal Services, Executive Director of Facilities, and the Office of Strategic Planning to discuss FY06 state and county capital request.</b>
<b>August 19, 2004</b>	<b>Capital budget review with the Superintendent</b>
<b>August, 2004</b>	<b>Meet with County officials (if needed)</b>
<b>September 3, 2004</b>	<b>State/County capital request to the Superintendent</b>
<b>September 21, 2004</b>	<b>Present Superintendent's proposed State/County capital request to the Board</b>
<b>September 22, 2004</b>	Board work session
<b>October 5, 2004</b>	<i>Board votes on Superintendent's proposed State/County capital request</i>
<b>October, 2004</b>	<b>Area pre-budget meetings – see “FY06 Operating Budget Schedule”</b>
<b>October 15, 2004</b>	<b>State request due to the State Interagency Committee for Public Construction (IAC)</b>
<b>October, 2004</b>	<b>Public School Construction Program review meeting (MSDE)</b>
<b>November 16, 2004</b>	<b>Budget &amp; Audit Committee – Capital budget update</b>

<b>Board of Education Meeting or Work Session</b>
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<i>Requires action by the Board of Education</i>
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**FY2006 CAPITAL BUDGET SCHEDULE**  
**STATE/COUNTY REQUEST**

November, 2004	IAC issues recommendations for state request
December, 2004	Appeal hearing to IAC for state request
December 21, 2004	<b>Present Superintendent's revised County capital request to the Board based on IAC recommendations.</b>
January 11, 2005	<i>Board votes on Superintendent's proposed County capital request</i>
January 14, 2005	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, 2005	Appeal hearing to the Board of Public Works (BPW) for state request
January/February, 2005	Presentation to the County Planning Board for County request
January – March, 2005	County capital budget is reviewed by county agencies
April, 2005	State legislature approves State capital budget
April, 2005	The County Executive submits the proposed county capital budget to the County Council by April 15.
May, 2005	BPW approves IAC recommendations of the state request
May, 2005	The County Council adopts the FY06 County capital budget
June 9, 2005	<b>Public Hearing on FY07 capital requests</b>
July 1, 2005	<b>FY06 funds available</b>
July 12, 2005	<i>Distribution of the FY06 budget book</i>

<b>Board of Education Meeting or Work Session</b>
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<i>Requires action by the Board of Education</i>
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**FY 2006 OPERATING BUDGET SCHEDULE**

July 13, 2004	<b>Present proposed operating schedule to the Board</b>
August 18, 2004	<b>Pre-budget meeting with the Superintendent</b>
September, 2004	<b>Pre-budget meetings with the Executive Directors</b>
September, 2004	<b>Grants and general fund instructions to offices</b>
September 27 - October 8, 2004	<b>BRASS training and FY06 budget assistance sessions for office budgets</b>
October, 2004	<b>Area Pre-Budget Meetings</b>
October 11, 2004	<b>Office budget requests are due to the Office of Budget and Reporting (OBR)</b>
November, 2004	<b>Review by the Deputy Superintendents</b>
November, 2004	<b>Review by the Superintendent</b>
Early December, 2004	<b>Meet with County officials (if needed)</b>
January 4, 2005	<b>Superintendent's proposed FY06 budget book to the print shop</b>
January 11, 2005	<b>Superintendent presents proposed FY06 budget to the Board – Distribution of the budget book</b>
January 26, 2005	<b>Board public hearing – Ridge Ruxton School (snow date: January 27, 2005) - Tentative</b>
February 1, 2005	<b>Board work session (snow date: February 2, 2005) - Tentative</b>
February 18, 2005	Board's adopted FY06 budget book to the print shop
February 22, 2005	<i>Board adopts FY06 budget – distribution of budget book</i>

<b>Specific to the Board of Education</b>
<i>Requires action by the Board of Education</i>

## FY 2006 OPERATING BUDGET SCHEDULE

March 1, 2005	<b>FY06 proposed budget due to the County Executive</b>
March 21, 2005	<b>General fund budget instructions to schools</b>
March 8, 2005	<b>FY05 special revenue supplement (if necessary)</b>
March, 2005	<b>County Executive staff reviews BCPS budget proposal</b>
February 28 – April 18, 2005	<b>Schools allocate budget allotments</b>
April 15, 2005	<b>County Executive present FY06 budget recommendations to the County Council</b>
April 18 – 25, 2005	<b>BRASS training and assistance for schools</b>
April 25, 2005	<b>School budget requests are due to OBR</b>
April – May, 2005	<b>County Council reviews budget request and holds public hearing on all county budgets</b>
May 24, 2005	<b>FY05 general fund supplement (if needed)</b>
May, 2005	<b>County Council Work Session on BCPS budget</b>
May, 2005	<b>County Council adopts FY06 budget</b>
July 1, 2005	<b>FY06 funds available</b>
July 7, 2005	<b>FY06 approved budget book to the print shop</b>
July 12, 2005	<b>Distribution of the FY06 adopted budget book</b>

<b>Specific to the Board of Education</b>
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