

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 13, 2010

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE FISCAL YEAR 2012 OPERATING AND CAPITAL BUDGET SCHEDULES**

ORIGINATOR: Joe A. Hairston, Superintendent

RESOURCE PERSON(S): Barbara Burnopp, Chief Financial Officer

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.

As specific dates become available, these schedules will be updated on the BCPS Web site at http://www.bcps.org/offices/fiscal_services/links.html.

Attachment I – FY2012 Operating Budget Schedule
Attachment II – FY2012 Capital Budget Schedule

FY2012 OPERATING BUDGET SCHEDULE

July 13, 2010	Present proposed operating schedule to the board
September 2010	<ul style="list-style-type: none"> ◇ Pre-budget meeting with the superintendent ◇ Pre-budget meetings with business services and curriculum and instruction division staff ◇ Grants and general fund instructions to offices
September 22, 2010	Northeast Area Advisory Council Pre-budget Meeting 7 p.m. – Eastern Technical High School (Sign up begins at 6:30 p.m.)
October 11, 2010	Southeast Area Advisory Council Pre-budget Meeting 7 p.m. – TBD (Sign up begins at 6:30 p.m.)
October 12, 2010	Northwest Area Advisory Council Pre-budget Meeting 7 p.m. – TBD (Sign up begins at 6:30 p.m.)
October 2010	Southwest Area Advisory Council Pre-budget Meeting 7 p.m. – TBD (Sign up begins at 6:30 p.m.)
October 14, 2010	Central Area Advisory Council Pre-budget Meeting 7 p.m. – TBD (Pre-register sign-up by calling the Central Area Office at 410-887-3172)
September/October 2010	<ul style="list-style-type: none"> ◇ BRASS training and FY12 budget assistance sessions for office budgets ◇ Office budget requests are due to the Office of Budget and Reporting (OBR)
November 2010	<ul style="list-style-type: none"> ◇ Review by the deputy superintendent ◇ Review by the superintendent ◇ Schools allocate holdback allotments
December 21, 2010	Superintendent provides information report to the board, highlighting upcoming FY12 budget issues
January 11, 2011	Superintendent presents proposed FY12 budget to the board – distribution of the budget book
January 18, 2011	Board public hearing – TBD (snow date: January 19, 2011)
January 25, 2011	Board work session (snow date: January 26, 2011)
February 8, 2011	<i>Board adopts FY12 budget</i>

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

FY2012 OPERATING BUDGET SCHEDULE

February 22, 2011	Distribution of budget book
March 1, 2011	FY12 proposed budget due to the county executive
March 2011	<ul style="list-style-type: none"> ◇ General fund budget instructions to schools ◇ County executive staff reviews BCPS budget proposal
March – April 2011	Schools develop FY12 budget requests
April 2011	County executive presents FY12 budget recommendations to the county council
April 2011	County council holds a public hearing on all county budgets
April 2011	<ul style="list-style-type: none"> ◇ BRASS training and assistance for schools ◇ School budget requests are due to OBR
April – May 2011	County council reviews budget request on all county budgets
May 2011	County council work session on BCPS budget
May 2011	County council adopts FY12 budget
July 1, 2011	FY12 funds available
July 12, 2011	Distribution of the FY12 adopted budget book

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

**FY2012 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST**

May 19, 2010	Public hearing on FY12 capital budget requests
July 13, 2010	Present proposed capital schedule to the board
July 2010	<ul style="list-style-type: none"> ◇ Office of Budget and Reporting to meet with offices and schools to review project requests ◇ All capital project requests are due to the Office of Budget and Reporting ◇ Meet with chief of staff, deputy superintendent, chief financial officer, executive director of facilities, and the executive director of planning and support operations to discuss the FY12 state and county capital request ◇ Capital budget review with the superintendent ◇ State/county capital request to the superintendent
August 10, 2010	Superintendent presents proposed FY12 state capital request to the board
August 24, 2010	Board work session
September 7, 2010	<i>Board votes on superintendent's proposed state capital request</i>
October 2010	State request due to the State Interagency Committee for Public Construction (IAC)
October 2010	Public School Construction Program review meeting with the Maryland State Department of Education
October 12, 2010	Northwest Area Advisory Council FY13 Capital Pre-budget Meeting 7 p.m. – TBD (Sign-up begins at 6:30 p.m.)
October 2010	Southwest Area Advisory Council FY13 Capital Pre-budget Meeting 7 p.m. – TBD (Sign up begins at 6:30 p.m.)
November 2010	IAC issues recommendations for state request
December 2010	Appeal hearing to IAC for state request
December 21, 2010	Superintendent presents county capital request to the board
January 11, 2011	<i>Board votes on superintendent's proposed state and county capital request</i>

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FY2012 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST

January 15, 2011	The county capital request is submitted by this date 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 2011	Appeal hearing to the Board of Public Works (BPW) for state request
February 2011	Presentation to the County Planning Board for county request
February/March 2011	County capital budget is reviewed by county agencies
April 2011	Southeast Area Advisory Council FY13 Capital Pre-budget Meeting 7 p.m. – TBD (Sign up begins at 6:30 p.m.)
April 13, 2011	Northeast Area Advisory Council FY13 Capital Pre-budget Meeting 7 p.m. – Middle River Middle School (Sign up begins at 6:30 p.m.)
April 14, 2011	Central Area Advisory Council FY13 Capital Pre-budget Meeting 7 p.m. – TBD (Pre-register sign-up by calling the Central Area Office at 410-887-3172)
April 2011	The County Executive presents the proposed county capital budget to the County Council
April 2011	County Council holds a public hearing on all county budgets
April/May 2011	◇ State legislature approves state capital budget ◇ County Council reviews budget request
May 25, 2011	Public hearing on BCPS FY13 capital requests
May 2011	The County Council adopts the FY12 county capital budget
May 2011	BPW approves IAC recommendations of the state request
July 1, 2011	FY12 capital funds available
July 12, 2011	Distribution of the FY12 budget book

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