

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 12, 2011

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

SUBJECT: **REPORT ON THE FISCAL YEAR 2013 OPERATING AND CAPITAL BUDGET SCHEDULES**

ORIGINATOR: Renee A. Foose, Deputy 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 – FY2013 Operating Budget Schedule
Attachment II – FY2013 Capital Budget Schedule

FY2013 OPERATING BUDGET SCHEDULE

July 12, 2011	Present proposed operating schedule to the board
August/September 2011	<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
October 5, 2011	Northeast Area Advisory Council Pre-budget Meeting 7 p.m. – Parkville High School (Sign up begins at 6:30 p.m.)
October 10, 2011	Southeast Area Advisory Council Pre-budget Meeting 7 p.m. – Sollers Point Technical High School (Sign up begins at 6:30 p.m.)
October 13, 2011	Central Area Advisory Council Pre-budget Meeting 7 p.m. – Padonia Elementary School (Sign up begins at 6:30 p.m.)
October 18, 2011	Northwest Area Advisory Council Pre-budget Meeting 7 p.m. – New Town High School (Sign up begins at 6:30 p.m.)
October 19, 2011	Southwest Area Advisory Council Pre-budget Meeting 7 p.m. – Meadowood Education Center (Sign up begins at 6:30 p.m.)
September/October 2011	<ul style="list-style-type: none"> ◇ BRASS training and FY13 budget planning sessions for office budgets ◇ Office budget requests are due to the Office of Budget and Reporting (OBR)
November 2011	<ul style="list-style-type: none"> ◇ Review by the superintendent ◇ Schools allocate holdback allotments
December 20, 2011	Superintendent provides information report to the board, highlighting upcoming FY13 budget issues
January 10, 2012	Superintendent presents proposed FY13 budget to the board – distribution of the budget book
January 17, 2012	Board public hearing – TBD (snow date: January 18, 2012)
January 24, 2012	Board work session (snow date: January 25, 2012)
February 7, 2012	<i>Board adopts FY13 budget</i>
February 21, 2012	Distribution of budget book

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

FY2013 OPERATING BUDGET SCHEDULE

March 1, 2012	FY13 proposed budget due to the county executive
March 2012	<ul style="list-style-type: none"> ◇ General fund budget instructions to schools ◇ County executive staff reviews BCPS budget proposal
March – April 2012	Schools develop FY13 budget requests
April 2012	County executive presents FY13 budget recommendations to the county council
April 2012	County council holds a public hearing on all county budgets
April 2012	<ul style="list-style-type: none"> ◇ BRASS training and assistance for schools ◇ School budget requests are due to OBR
April – May 2012	County council reviews budget request on all county budgets
May 2012	County council work session on BCPS budget
May 2012	County council adopts FY13 budget
July 1, 2012	FY13 funds available
July 2012	Distribution of the FY13 adopted budget book

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

FY2013 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST

May 25, 2011	Public hearing on FY13 capital budget requests
July 12, 2011	Present proposed capital schedule to the board
July 2011	<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 deputy superintendent, chief financial officer, executive director of facilities, and the executive director of planning and support operations to discuss the FY13 state and county capital request ◇ Capital budget review with the superintendent ◇ State/county capital request to the superintendent
August 9, 2011	Superintendent presents proposed FY13 state capital request to the board
August 23, 2011	Board work session
September 6, 2011	<i>Board votes on superintendent's proposed state capital request</i>
October 2011	State request due to the State Interagency Committee for Public Construction (IAC)
October 2011	Public School Construction Program review meeting with the Maryland State Department of Education
October 18, 2011	Northwest Area Advisory Council FY14 Capital Pre-budget Meeting 7 p.m. – New Town High School (Sign-up begins at 6:30 p.m.)
October 19, 2011	Southwest Area Advisory Council FY14 Capital Pre-budget Meeting 7 p.m. – Meadowood Education Center (Sign up begins at 6:30 p.m.)
November 2011	IAC issues recommendations for state request
December 2011	Appeal hearing to IAC for state request
December 20, 2011	Superintendent presents county capital request to the board
January 10, 2012	<i>Board votes on superintendent's proposed state and county capital request</i>

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FY2013 CAPITAL BUDGET SCHEDULE
STATE/COUNTY REQUEST

January 15, 2012	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 County Planning Board in January.
January 2012	Appeal hearing to the Board of Public Works (BPW) for state request
February 2012	Presentation to the County Planning Board for county request
February/March 2012	County capital budget is reviewed by county agencies
April 12, 2012	Central Area Advisory Council FY14 Capital Pre-budget Meeting 7 p.m. – Cockeysville Middle School (Sign up begins at 6:30 p.m.)
April 16, 2012	Southeast Area Advisory Council FY14 Capital Pre-budget Meeting 7 p.m. – Colgate Elementary School (Sign up begins at 6:30 p.m.)
April 18, 2012	Northeast Area Advisory Council FY14 Capital Pre-budget Meeting 7 p.m. – Fullerton Elementary School (Sign up begins at 6:30 p.m.)
April 2012	The county executive presents the proposed county capital budget to the county council
April 2012	County council holds a public hearing on all county budgets
April/May 2012	◇ State legislature approves state capital budget ◇ County council reviews budget request
May 23, 2012	Public hearing on BCPS FY14 capital requests
May 2012	The county council adopts the FY13 county capital budget
May 2012	BPW approves IAC recommendations of the state request
July 1, 2012	FY13 capital funds available
July 2012	Distribution of the FY13 budget book

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