

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** July 10, 2012

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

**FROM:** S. Dallas Dance, Ph.D., Superintendent

**SUBJECT:** **REPORT ON THE FISCAL YEAR 2014 OPERATING AND CAPITAL BUDGET SCHEDULES**

**ORIGINATOR:** Barbara Burnopp, Chief Financial Officer

**RESOURCE PERSON(S):** George Sarris, Director, Office of Budget and 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.

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](http://www.bcps.org/offices/fiscal_services/links.html).

Attachment I – FY2014 Operating Budget Schedule  
Attachment II – FY2014 Capital Budget Schedule

## FY2014 OPERATING BUDGET SCHEDULE

<b>July 10, 2012</b>	Present proposed operating schedule to the board
<b>August/September 2012</b>	<ul style="list-style-type: none"> <li>◇ Pre-budget meeting with the superintendent</li> <li>◇ Pre-budget meetings with staff</li> <li>◇ Grants and general fund instructions to offices</li> </ul>
<b>October 2012</b>	<b>Northeast Area Advisory Council Pre-Budget Meeting</b> 7 p.m. – Location TBD (Sign up begins at 6:30 p.m.)
<b>October 2012</b>	<b>Southeast Area Advisory Council Pre-Budget Meeting</b> 7 p.m. – Location TBD (Sign up begins at 6:30 p.m.)
<b>October 2012</b>	<b>Central Area Advisory Council Pre-Budget Meeting</b> 7 p.m. – Location TBD (Sign up begins at 6:30 p.m.)
<b>October 2012</b>	<b>Northwest Area Advisory Council Pre-Budget Meeting</b> 7 p.m. – Location TBD (Sign up begins at 6:30 p.m.)
<b>October 2012</b>	<b>Southwest Area Advisory Council Pre-Budget Meeting</b> 7 p.m. – Location TBD (Sign up begins at 6:30 p.m.)
<b>September/October 2012</b>	<ul style="list-style-type: none"> <li>◇ BRASS training and FY14 budget planning sessions for office budgets</li> <li>◇ Office budget requests are due to the Office of Budget and Reporting (OBR)</li> </ul>
<b>November 2012</b>	<ul style="list-style-type: none"> <li>◇ Initial budget review by the superintendent</li> <li>◇ Schools allocate holdback allotments</li> </ul>
<b>January 8, 2013</b>	Superintendent presents proposed FY14 budget to the board – distribution of the budget book
<b>January 15, 2013</b>	Board public hearing – West Towson Elementary School (snow date: January 16, 2013)
<b>January 22, 2013</b>	Board work session (snow date: January 23, 2013)
<b>February 5, 2013</b>	<b><i>Board adopts FY14 budget</i></b>
<b>February 19, 2013</b>	Distribution of budget book
<b>March 1, 2013</b>	FY14 proposed budget due to the county executive

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<b><i>Requires action by the Board of Education</i></b>
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## FY2014 OPERATING BUDGET SCHEDULE

<b>March 2013</b>	<ul style="list-style-type: none"> <li>◇ General fund budget instructions to schools</li> <li>◇ County executive staff reviews BCPS budget proposal</li> </ul>
<b>March – April 2013</b>	Schools develop FY14 budget requests
<b>April 2013</b>	County executive presents FY14 budget recommendations to the county council
<b>April 2013</b>	<ul style="list-style-type: none"> <li>◇ BRASS training and assistance for schools</li> <li>◇ School budget requests are due to OBR</li> </ul>
<b>April – May 2013</b>	County council reviews budget request on all county budgets
<b>May 2013</b>	County council holds a public hearing on all county budgets
<b>May 2013</b>	County council work session on BCPS budget
<b>May 2013</b>	County council adopts FY14 budget
<b>July 1, 2013</b>	FY14 funds available
<b>July 2013</b>	Distribution of the FY14 adopted budget book

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<i>Requires action by the Board of Education</i>
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## FY2014 CAPITAL BUDGET SCHEDULE STATE/COUNTY REQUEST

May 23, 2012	Public hearing on FY14 capital budget requests
July 10, 2012	Present proposed capital schedule to the board
July 2012	<ul style="list-style-type: none"> <li>◇ Office of Budget and Reporting and Department of Physical Facilities to meet with offices and schools to review project requests as necessary.</li> <li>◇ All capital project requests are due to the Office of Budget and Reporting</li> <li>◇ Meet with deputy superintendent, chief financial officer, executive director of facilities, and the executive director of planning and support operations to discuss the FY14 state and county capital request</li> <li>◇ State/county capital request reviewed by the superintendent</li> </ul>
August 7, 2012	Superintendent presents proposed FY14 state capital request to the board
August 21, 2012	Board work session on proposed FY14 state capital request
September 4, 2012	<b><i>Board votes on superintendent's proposed FY14 state capital request</i></b>
October 2012	State request due to the State Interagency Committee for Public Construction (IAC)
October 2012	<b>Northwest Area Advisory Council FY15 Capital Pre-Budget Meeting</b> 7 p.m. – Location TBD (Sign-up begins at 6:30 p.m.)
October 2012	<b>Southwest Area Advisory Council FY15 Capital Pre-Budget Meeting</b> 7 p.m. – Location TBD (Sign up begins at 6:30 p.m.)
October 2012	Public School Construction Program review meeting with the Maryland State Department of Education
November 2012	IAC issues recommendations for state request
December 2012	Appeal hearing to IAC for state request
December 18, 2012	Superintendent presents county capital request to the board
January 8, 2013	<b><i>Board votes on superintendent's proposed state (if applicable) and county capital request</i></b>

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## FY2014 CAPITAL BUDGET SCHEDULE

### STATE/COUNTY REQUEST

<b>January 15, 2013</b>	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.
<b>January 2013</b>	Appeal hearing to the Board of Public Works (BPW) for state request
<b>January/February 2013</b>	Presentation to the County Planning Board for county request
<b>February/March 2013</b>	County capital budget is reviewed by county agencies
<b>April 2013</b>	The county executive presents the proposed county capital budget to the county council
<b>April 2013</b>	<b>Central Area Advisory Council FY15 Capital Pre-budget Meeting</b> 7 p.m. – Location TBD (Sign up begins at 6:30 p.m.)
<b>April 2013</b>	<b>Southeast Area Advisory Council FY15 Capital Pre-budget Meeting</b> 7 p.m. – Location TBD (Sign up begins at 6:30 p.m.)
<b>April 2013</b>	<b>Northeast Area Advisory Council FY15 Capital Pre-budget Meeting</b> 7 p.m. – Location TBD (Sign up begins at 6:30 p.m.)
<b>April/May 2013</b>	<ul style="list-style-type: none"> <li>◇ State legislature approves state capital budget</li> <li>◇ County council reviews budget request</li> </ul>
<b>May 2013</b>	County council holds a public hearing on all county budgets
<b>May 22, 2013</b>	Public hearing on BCPS FY15 capital requests
<b>May 2013</b>	The county council adopts the FY14 county capital budget
<b>May 2013</b>	BPW approves IAC recommendations of the state request
<b>July 1, 2013</b>	FY14 capital funds available
<b>July 2013</b>	Distribution of the FY14 budget book

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