

JEFFERSON COUNTY PUBLIC SCHOOLS
FY'15-16 COMPREHENSIVE EDUCATIONAL FINANCIAL PLANNING AND MANAGEMENT CALENDAR

MONTH DUE	ITEM NO.	Estimated Date Due	FINANCIAL PLANNING AND MANAGEMENT EVENTS FOR ACTION	DIVISION RESPONSIBILITY				
				Superintendent	Principals	Human Resources	Financial Services	Other
Aug-14	1	8/4/14	Submit Preliminary FY'15-16 Comprehensive Educational Financial Planning and Management Calendar to Human Resources and Student Assignment for revisions			X	X	Student Assignment
Sep-14	2	9/8/14	Submit Final FY'15-16 Comprehensive Educational Financial Planning and Management Calendar to Board of Education for approval	X				Board
Sep-14	3	9/8/14	Superintendent receives FY'14-15 preliminary Working Budget for review of WorkSession presentation				X	
Sep-14	4	9/8/14	State Department of Education provides District with FY'15-16 SEEK Revenue projection				X	
Sep-14	5	9/8/14	Work session provided to Board for review of the FY 14-15 Working Budget				X	Board
Sep-14	6	9/22/14	FY'14-15 Working Budget submitted to Board of Education to establish tax rates and official District budget based on current tax revenue projections.	X			X	Board
Sep-14	7	9/30/14	Working Budget sent to Division of Finance, Kentucky Department of Education Regulatory deadline for KDE submittal - September 30th.				X	
Dec-14	8	12/8/14	Revenue and expense projections for FY'15-16 presented to the Superintendent	X			X	
Jan-15	9	1/12/15	Demographics submits draft of projected student enrollment for FY'15-16 to Superintendent with a copy to Financial Planning & Management					Demographics
Jan-15	10	1/12/15	Financial Planning and Management provide Division Heads preliminary budgets for possible changes. Unit Budgets are discussed at Divisional levels. Final department allocations are posted for on-line distribution by departments. Unit spending blueprints are finalized.				X	Cabinet
Jan-15	11	1/13/15	Principals given projected enrollment for FY '15-16 including information on Pre-School and ECE					Demographics
Jan-15	12	1/13/15	Personnel Services will send to cost center managers audit of personnel by certification			X		

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Jan-15	13	1/13/15	Board and Superintendent receive overview of Draft Budget	X			X	Board
Jan-15	14	1/26/15	Board of Education receives and approves FY'15-16 student enrollment projections	X				Board
Jan-15	15	1/27/15	Financial Planning and Management receives Board approved enrollment data for FY'15-16 from Demographics					Demographics
Jan-15	16	1/26/15	Board of Education approves the Draft Budget for FY '15-16 and School Allocation projection amount. Deadline for Board review is January 31st.	X				Board
Jan-15	17	1/31/15	Tentative program placements made by program directors and personnel, including Pre-School, Kindergarten, Head Start, ECE, and ESL			X		Program Directors
Jan-15	18	1/26/15	School Calendar for FY'15-16 sent to Board of Education for approval	X		X		
Feb-15	19	2/12/15	Staffing and budget data sent to special schools in District - TAPP, Buechel, Kennedy Metro, Brown, Churchill Park, etc.				X	
Feb-15	20	2/12/15	Each School receives site-based budget allocation totals for FY '15-16 Regulatory deadline is March 1st.				X	
Feb-15	21	2/17/15	Title I sends schools tentative budget allocations					Title I Director
Feb-15	22	2/28/15	Request for assignment/return from leave and employment forms distributed.			X		
Feb-15	23	2/28/15	Cabinet complete budget hearings and submit Division FY'15-16 budgets to Financial Planning and Management for analysis. Final requests submitted for District support of programs, departments, and schools.					Cabinet
Feb-15 Mar-15	24	2/10/15 3/10/15	Principals and SBDM Committee work sessions on site-based budgeting		X		X	
Feb-15 Mar-15	25	2/10/15 3/10/15	Bookkeeper and/or clerk and principal inservice for inputting the site-based budget into the FY'15-16 MUNIS Next Year Budget Entry		X		X	

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Feb-15 Mar-15	26	2/10/15 3/10/15	Schools submit staff changes to Financial Planning and Management. March deadline for council changes (reference Budget Instructions).		X			
Mar-15	27	3/10/15	Staffing material sent to principals including tentative district overstaff forms and letters of restricted certification for distribution to the schools			X		
Mar-15	28	3/10/15	Personnel Services and principals work to determine building overstaffing based on program need and teacher certification. Related deadline: May 15th - Personnel notifications		X	X		
Mar-15	29	3/10/15	Re-employment forms and request for assignment/return from leave forms returned to Personnel			X		
Mar-15	30	3/10/15	Schools input FY'15-16 flex budget into on-line Distribution System		X			
Mar-15	31	3/31/15	Staff/Vacancy lists and building overstaff to Personnel Services		X	X		
Mar-15	32	3/31/15	Tentative Budget submitted to the Superintendent for review				X	
Apr-15	33	4/20/15	Superintendent submits to the Board of Education the Tentative Budget for work session	X			X	Board
Apr-15	34	4/20/15	Deadline for Principals to submit Activity Fund Budgets		X			
May-15	35	5/1/15	Principals submit textbook purchase plans, including Council approvals (if applicable).		X			
May-15	36	5/25/15	Board adopts Tentative FY'15-16 Budget Including Activity Fund budgets submitted by principals					Board
May-15	37	5/29/15	Schools submit textbook purchase plans to District office.		X			
May-15	38	5/29/15	Tentative Budget sent to Division of Finance, Kentucky Department of Education Regulatory deadline for submittal - May 31st.				X	
Jun-15	39	6/1/15	Board approves textbook purchase plans					Board
Aug-15	40	8/25/15	Demographics will provide school enrollment projections as of the 5th student day to Personnel Services and Financial Planning and Management					Demographics

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Aug-15	41	8/25/15	Budget adjustments for elementary, middle, and high schools based on student count on the 5th day after school opens.				X	
Aug-15	42	8/25/15	All allocations to Personnel to handle changes in class size maximums. Staffing appeals submitted to Human Resources. Issues of space relative to class-size referred to Elementary Admin.	X		X		