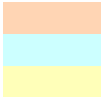


JEFFERSON COUNTY PUBLIC SCHOOLS  
FY'22-23 COMPREHENSIVE FINANCIAL PLANNING CALENDAR

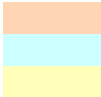
Board  
Schools  
Divisions



MONTH DUE	ITEM NO.	Date Due	COMPREHENSIVE FINANCIAL PLANNING EVENTS FOR ACTION	DIVISION RESPONSIBILITY			
				Superintendent	Principals	Financial Services	Other
August-21	1	8/17/21	Fifth Day Budget Adjustment for schools for FY 2021-22			X	GIS Services
	2	8/31/21	Submit Final FY'22-23 Comprehensive Financial Planning Calendar sent to Board of Education for approval	X		X	Board
	3	8/31/21	Work session provided to Board for review of FY 21-22 Working Budget			X	Board
September-21	4	9/14/21	Update Board on FY 2021-22 Tax rates	X		X	Board
	5	9/14/21	FY'21-22 official Working Budget submitted to Board of Education with current tax revenue projections.	X		X	Board
	6	9/29/21	Send room use surveys to schools and update school program and optimal capacity based on school survey results.				GIS Services
	7	9/29/21	Working Budget sent to Division of Finance, Kentucky Department of Education <b>Regulatory deadline for KDE submittal - September 30th.</b>			X	
	8	9/30/21	State Department of Education provides District with tentative FY'21-22 SEEK Revenue projection			X	
October-21	9	10/8/21	Receive first pupil month report from Pupil Personnel Dept. and update projection database.				GIS Services
	10	10/15/21	Develop district-level and school-by-grade projection drafts based on (1) trend data on actual enrollment vs projections and (2) capacities based on room use surveys				GIS Services
November-21	11	11/30/21	Send school enrollment projection drafts to principals for feedback and adjustments		X		GIS Services
December-21	12	12/27/21	Revenue and expense projections for Draft Budget FY'22-23 presented to the CFO.			X	

JEFFERSON COUNTY PUBLIC SCHOOLS  
FY'22-23 COMPREHENSIVE FINANCIAL PLANNING CALENDAR

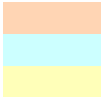
Board  
Schools  
Divisions



MONTH DUE	ITEM NO.	Date Due	COMPREHENSIVE FINANCIAL PLANNING EVENTS FOR ACTION	DIVISION RESPONSIBILITY			
				Superintendent	Principals	Financial Services	Other
December-21 (continued)	13	12/27/21	Budget Department receives enrollment data for FY'22-23 from GIS Department, and enters data into allocation formula.				<b>GIS Services</b>
January-22	14	1/11/22	Board and Superintendent receive overview of Draft Budget at Work Session	X		X	<b>Board</b>
	15	1/25/22	Board of Education receives the Draft Budget for FY'22-23, enrollment projections, and School Allocation Standards. <b>Deadline for Board review of Draft Budget is January 31st.</b>	X			<b>Board</b>
	16	1/19/22	Title I Free and Reduced Count taken to determine Title I allocations for schools				<b>Title I Director</b>
	17	1/31/22	Each School receives site-based budget allocations for FY 22-23. Regulatory deadline is March 1st.				
	18	1/31/22	Budget Department to provide departmental budgets for on-line distribution by departments.			X	<b>Chiefs and Dept. Heads</b>
	19	1/31/22	Staffing and budget data sent to special schools in District - TAPP, Minor Daniels Academy, Breckinridge Metro, Liberty H.S., Brown, Churchill Park, etc.			X	
February-22	20	2/1/22 3/3/22	Principals and SBDM Committee meet to make decisions on school-based allocations, staffing, and other fund sources.		X	X	
	21	2/1/22 3/3/22	Bookkeeper and/or clerk and principal input site-based flex funds (section 6) into the MUNIS Next Year Budget Entry		X	X	
	22	2/8/22	Training for new principals on budget.		X	X	
	23	2/7/22 3/18/22	Schools submit position changes to Budget Department. <b>March 4th deadline</b> for council changes (also in Budget Instructions)		X		
	24	2/14/22	Tentative program placements made <u>at schools</u> by program directors, including Pre-School, ECE, ESL, and others.				<b>Program Directors</b>
	25	2/21/22	Title I sends schools tentative budget allocations				<b>Title I Director</b>

JEFFERSON COUNTY PUBLIC SCHOOLS  
FY'22-23 COMPREHENSIVE FINANCIAL PLANNING CALENDAR

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MONTH DUE	ITEM NO.	Date Due	COMPREHENSIVE FINANCIAL PLANNING EVENTS FOR ACTION	DIVISION RESPONSIBILITY			
				Superintendent	Principals	Financial Services	Other
February-22 (continued)	26	2/21/22	Continue monitoring and processing final approvals of student applications in view of projected enrollment, capacity, and diversity guidelines.				<b>GIS Services</b>
	27	2/22/22	Board approves final recommendations of new-year budget priorities AND End of Cycle Programs to be sustained. Board also receives list of declined items, and End of Cycle Programs not to be sustained.	X		X	<b>Board</b>
	28	2/28/22	Notify cost center heads of approvals			X	
March-22	29	3/4/22	Deadline for schools to input FY'22-23 flex budget into on-line Distribution System. Deadline for school councils' decisions on staffing with next opportunity for changes after 5th Day Adjustment in August 2022.		X		
April-22	30	4/29/22	Principals submit textbook purchase plans, including Council approvals (if applicable).		X		
May-22	31	5/10/22	Superintendent submits to the Board of Education the Tentative Budget for work session	X		X	<b>Board</b>
	32	5/24/22	Board adopts Tentative FY'22-23 Budget				<b>Board</b>
	33	5/29/22	Schools submit textbook purchase plans to District office.		X		
	34	5/29/22	Tentative Budget sent to Division of Finance, KDE <b>Regulatory deadline for submittal - May 31st.</b>			X	
August-22	35	TBD	Demographics will provide school enrollment projections as of the 5th student day to Personnel Services and Financial Planning and Management				<b>GIS Services</b>
	36	TBD	Budget adjustments for elementary, middle, and high schools based on student count on the 5th day after school opens.			X	