

JEFFERSON COUNTY PUBLIC SCHOOLS
FY'23-24 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-22	1	8/16/22 8/23/22	FY23 Fifth Day Preliminary Budget Adjustment for schools FY2022-23 Tenth Day Budget Adjustment for schools			X	GIS Services
	2	8/30/22	Submit Final FY'23-24 Comprehensive Financial Planning Calendar to Board of Education for approval	X		X	Board
	3	8/30/22	Work session provided to Board for review of FY 22-23 Working Budget			X	Board
September-22	4	9/13/22	Update Board on FY 2022-23 Tax rates	X		X	Board
	5	9/13/22	FY'22-23 official Working Budget submitted to Board of Education with current tax revenue projections.	X		X	Board
	6	9/30/22	Send room use surveys to schools and update school program and optimal capacity based on school survey results.				GIS Services
	7	9/30/22	Working Budget sent to Division of Finance, Kentucky Department of Education Regulatory deadline for KDE submittal - September 30th.			X	
	8	9/30/22	State Department of Education provides District with tentative FY'22-23 SEEK Revenue projection			X	
October-22	9	10/10/22	Receive first pupil month report from Pupil Personnel Dept. and update projection database.				GIS Services
	10	10/14/22	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-22	11	11/30/22	Send school enrollment projection drafts to principals for feedback and adjustments		X		GIS Services
December-22	12	12/16/22	Budget Department receives enrollment data for FY'23-24 from GIS Department, and enters data into allocation formula.				GIS Services
	13	12/19/22	Revenue and expense projections for Draft Budget FY'23-24 presented to the CFO.			X	

JEFFERSON COUNTY PUBLIC SCHOOLS
FY'23-24 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
January-23	14	1/10/23	Board and Superintendent receive overview of FY2023-24 Draft Budget at Work Session	X		X	Board
	15	1/18/23	Title I Free and Reduced Count taken to determine Title I allocations for schools				Title I Director
	16	1/24/23	Board of Education receives the Draft Budget for FY'23-24, enrollment projections, and School Allocation Standards. Deadline for Board review of Draft Budget is January 31st.	X			Board
	17	1/24/23	Tentative program placements made <u>at schools</u> by program directors, including Pre-School, ECE, ESL, and others.				Program Directors
	18	1/30/23	Each School receives site-based budget allocations for FY 23-24. Regulatory deadline is March 1st.			X	
	19	1/30/23	Budget Department to provide departmental budgets for on-line distribution by departments.			X	Chiefs and Dept. Heads
	20	1/30/23	Title I sends schools tentative budget allocations				Title I Director
	21	1/30/23	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-23	22	2/1/23 3/2/23	Principals and SBDM Committee meet to make decisions on school-based allocations, staffing, and other fund sources.		X	X
23		2/1/23 3/3/23	Bookkeeper and/or clerk and principal input site-based flex funds (section 6) into the MUNIS Next Year Budget Entry		X	X	
24		2/2/23 3/3/23	Schools submit position changes to Budget Department. March 3rd deadline for council changes (also in Budget Instructions)		X		
25		2/7/23 2/8/23	Training for new principals on budget.		X	X	

JEFFERSON COUNTY PUBLIC SCHOOLS
FY'23-24 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
February-23 (continued)	26	2/20/23	Continue monitoring and processing final approvals of student applications in view of projected enrollment, capacity, and diversity guidelines.				GIS Services
	27	2/21/23	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	Board
	28	2/21/23	Notify cost center heads of approvals			X	
March-23	29	3/3/23	Deadline for schools to input FY'23-24 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 2023.		X		
April-23	30	4/28/23	Principals submit textbook purchase plans, including Council approvals (if applicable).		X		
May-23	31	5/9/23	Superintendent submits to the Board of Education the Tentative Budget for work session	X		X	Board
	32	5/23/23	Board adopts Tentative FY'23-24 Budget				Board
	33	5/26/23	Schools submit textbook purchase plans to District office.		X		
	34	5/31/23	Tentative Budget sent to Division of Finance, KDE Regulatory deadline for submittal - May 31st.			X	
August-23	35	TBD	Demographics will provide school enrollment projections as of the 5th student day to Personnel Services and Financial Planning and Management				GIS Services
	36	TBD	Budget adjustments for elementary, middle, and high schools based on student count on the 5th day after school opens.			X	