

Comprehensive Financial Planning Calendar

FY 2023-24

Complete By	Action	Financial Services	Supt	Principals	JCBE	GIS Services	Others Involved
2023	August						
Aug 29	Board approval of tax rate		X		X		JCBE
Aug 29	JCBE work session for review of Working Budget Report	X	X				JCBE
Aug 31	10th day enrollment budget adjustment for schools (regulatory deadline is end of second month of school) 702 KAR 3:246 Section 6 (4b)	X	X	X		X	
2023	September						
Sept 26	Submit Comprehensive Financial Planning Calendar to JCBE for approval	X	X				JCBE
Sept 26	Board approval of the Working Budget (regulatory deadline is September 30)		X		X		JCBE
Sept 30	"Carryover Use" forms completed by SBDMs due to Assistant Supts and Budget	X		X			Assistant Supts
Sept 30	Working Budget sent to KDE	X					KDE
Sept 30	Room-use surveys sent to schools to determine optimal capacity			X		X	
Sept 30	KDE provides district with tentative SEEK for next year						KDE
2023	October						
Oct 31	Receive first pupil month enrollment from Pupil Personnel and develop initial new year projections					X	Pupil Personnel
Oct 31	Begin Draft Budget using projected revenues and known expenses	X	X				
2023	November						
Nov 30	School enrollment projection drafts sent to principals for feedback and adjustments					X	
2023	December						
Dec 31	Budget Department receives school enrollment data from GIS to apply JCPS school allocation formula	X				X	
Dec 31	Salary Projections sent to Grant Directors so they can prepare for any anticipated staffing changes. Run updated Projection Position Control and send to each Grant Director along with new year fringe calculation	X					Grant Directors

Complete By		Action	Financial Services	Supt	Principals	JCBE	GIS Services	Others Involved
2024	April							
	April 25	JCBE work session for Tentative Budget review	X	X		X		
2024	May							
	May 30	JCBE approval of Tentative Budget	X	X		X		
	May 30	Tentative Budget submitted to KDE (regulatory deadline is May 30 with at least a 2% contingency) KRS 160.470(6) (a)	X					
	May 30	Per JCBE policy, principals submit textbook purchase plans (note: there is KDE regulation on textbook adoption, but no regulation on textbook allocations)			X			SBDM Council, JCPS Library Media Services