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	х	х		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					х	
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

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2024	January							
	Jan 25	Board work session to review enrollment projections, JCPS Allocation Standards and Draft Budget	х	X		x	x	JCBE
	Jan 25	Board approval of Draft Budget regulatory deadline is January 31) KRS 160.470(6)(a)		X			X	JCBE
	Jan 31	Title I Free and Reduced Count taken to determine Title I allocations for schools					X	Director Title I
2024	February							
	Feb 1	Schools provide Section 4, 5, 6, and 7 staffing/budget allocations (regulatory deadline is March 1)	x					
	Feb 1	Title I allocations provided to schools.						Director Title I
	Feb 1	Investment Tracking System (ITS) opens for Title I and Equity Funds budget requests for elementary, middle, high and multiple-instructional level schools.	x					JCPS ARSI
	Feb 1	Grant Budget Worksheets (formerly called "CDIP Worksheets") posted on Intranet	x					Grant Directors
	Feb 8	Training for new principals on budget.	X		X			Assistant Supts
	Feb 28	School leaders meet with SBDM Councils (if applicable), ad hoc committees and budget committee for school community engagement in budget decisions			x			SBDM Council
2024	March							
	March 1	Schools enter site-based flex funds (Section 6) into MUNIS New Year Budget Entry	х		х			
	March 1	Staffing Change Requests, Section 6 Comparison Worksheet, Flex MUNIS Report for New Year Budget Entry, and SBDM Signoff Forms due to Budget.	x		x			
	March 1	ITS closes for Title I and elementary, middle, high and multiple-instructional level school Equity Funds.	X		х			JCPS ARSI
	March 1	Staffing Management deadline for schools to submit staffing changes to HR (overstaff and known retirements). HR must approve all future staffing changes in General Fund and Grants until after 10th Day Count.			х			Human Resources
	March 1	Elementary Special Area Forms due to HR.			X			Human Resources
	March 1	Grant Budget Worksheets and Staff Sheets due to Budget from all Grant Directors except Title I						Grant Directors
	March 8	Racial Equity Allocations need to be approved in ITS by Assistant Superintendents or EAs						Assistant Supts
	March 15	Title I, Title IV, ESS, G&T Grant Budget Worksheets (formerly called "CDIP Worksheets) and Title I Staff Sheets due to Budget						Director Title I

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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