

The School Board of Sarasota County, Florida
Budget Calendar 2010-2011

Date	Description
Wednesday 3/24/10	Cost Centers to be given their budgets using current formulas as compared to their current budget for 2009-2010. Based upon this information cost centers will submit their suggestions for cost savings.
Tuesday 4/13/10	School Board workshop to review the preliminary General Fund budget. If the school board accepts the preliminary budget, cost center budgets will be released Wednesday 4/14/10
Wednesday 4/14/10	School Budgets are distributed for 2010-2011 Department budgets are being centrally prepared and will need review only. Department vacancy and surplus lists will require your signature. The Department budgets will be released as they are completed. It is anticipated by 4/21/10 all department budgets will have been completed.
Wednesday 4/21/10	School Budgets are returned to the Budget Department with the voluntary surplus, voluntary full time to part time, and voluntary lower classification forms necessary to reconcile position control. This allows 1 week for the Schools to prepare their budgets. During this time the respective Executive Director must sign off on the school budgets submitted and must approve all waivers.
Wednesday 5/05/10	Final Date for completion by the Budget Department of surplus and vacancy lists for all cost centers to be delivered to the Human Resources department.
Wednesday 5/19/10	Human Resources completes data entry and verification of surplus and vacancy data
Friday 5/21/10 Through Thursday 5/27/10	Human Resources publishes the vacancy and surplus lists.
Thursday 5/27/10	Last day for changes to placement preference surveys.
Monday 6/07/10 Through Monday 6/14/10	Instructional Staffing and results faxed to cost centers. Note last day for 196 day staff is 6/4/10
Tuesday 6/15/10	Instructional vacancies posted.
Wednesday 6/23/10 Through Tuesday 6/29/10	Classified Staffing and results faxed to cost centers. Note Last day for 220 day staff is 6/25/10
Wednesday 6/30/10	Classified vacancies posted.