

The School Board of Sarasota County, Florida
Budget Calendar 2018-2019

Month	Description
October and November	<ul style="list-style-type: none"> • The five-year student enrollment projections are updated with actual student attendance numbers from the state October Student FTE Count submitted to the State for funding. • The five-year student enrollment projections are sent to schools and the appropriate District Directors for modifications and review. • The first quarterly projection report is prepared for all funds based upon the results of the operations for the first quarter of the year.
December	<ul style="list-style-type: none"> • Schools and District Directors submit changes to student enrollment projections for final submission to the State.
January and February	<ul style="list-style-type: none"> • Preliminary budgets are prepared for the General and Capital Funds utilizing updated student projections and new legal mandates. • Administration begins preparing appropriation levels to be allocated to schools and departments. • School Board workshops prioritize the goals and objectives of the preliminary budget. • The second quarter projection report is prepared based upon results of operations for the current year for all funds.
March/April	<ul style="list-style-type: none"> • School and department allocations are reviewed to allow for the release of the budgets to individual schools and departments during the month of March/April. • New Legislation and Legislative budgets are reviewed for impacts upon the School District. • School Board approves allowing schools and departments to prepare a staffing budget. <i>This is contingent upon the agreement of the Legislature and Governor on the Education Appropriations.</i> • School and Department preliminary staffing budgets are released. • The Budget Department completes the position control review necessary for preparation of the vacancy and employee surplus lists for staffing.
May	<ul style="list-style-type: none"> • Human Resources prepares the instructional and classified staffing allowing for both instructional and classified vacancies to be published. • The preliminary budget is adjusted to reflect final Legislative changes.
June	<ul style="list-style-type: none"> • Schools and departments fill position vacancies for the next school year. • The Superintendent's Tentative budget is prepared using the latest data available for all funds.

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July and August	<p>Truth in Millage (TRIM) Legislation</p> <ul style="list-style-type: none"> • The Superintendent’s Tentative Budget for all Funds is presented to the School Board within 24 days after the Property Appraiser certifies the tax roll to the Department of Revenue. • The School District then submits for advertisement the Superintendent’s Tentative budget in the State prescribed format within 29 days of the certification of the tax roll. • The School Board tentatively adopts millage and budget no sooner than 2 days nor later than 5 days after the advertisement of the Tentative budget. • The 5 Day Budget adjustments are made during the last week in August to reflect enrollment changes between the original enrollment projection and the actual students enrolled.
September	<ul style="list-style-type: none"> • The School Board adopts the final millage and budget along with any budget amendments within 65 to 80 days after the certification of the Tax Roll. • Final carry forward allocations are loaded into the respective budgets and all funds are reconciled to the final budget adopted by the School Board.

Truth in Millage Requirements

The School District must comply with Florida Statutes F.S.200.065 and F.S.1011 regarding the budget.

Date	Description
7/24/18 Tuesday 3:00 PM	<p>Superintendent presents Superintendent’s Tentative Budget and requests approval to advertise the intent to adopt a Tentative Budget and millage rates. The advertisement will be on Saturday July 28, 2018. TRIM requires the proposed budget no later than July 24, 2018.</p>
7/31/18 Tuesday 5:15 PM	<p>Required Public Hearing to adopt tentative millage and budget for 2018-2019. TRIM requires no later than August 4, 2018.</p>
9/11/18 Tuesday 5:15 PM	<p>Public Hearing to adopt the final millage and budget for 2018-2019 TRIM requires no later than September 18, 2018.</p>

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Date	Description
Tuesday 2/06/18	School Board workshop – Review the projected results of operations through December 31, 2017.
Tuesday 2/20/18	School Board workshop - Review the budget calendar for preparation and distribution of the 2018-2019 budget. Review comparisons of FEFP from Governor, House and Senate.
Tuesday 3/20/18	School Board workshop to review the latest Legislative budget information and the estimated impact upon the General Fund Budget for 2018-2019. Update the School Board on the General Fund results of operations through February 28, 2018. Determine if school and department budgets can be released to begin the staffing process.
Wednesday 3/21/18	If the School Board agrees on releasing budgets for the staffing process. Release the department budgets with a return date of April 2 and school budgets with a return date of April 6 th . A special meeting will be called for Human Resources to provide surplus staffing directions via a webinar, and updated seniority listings. School budgets are distributed to the cost center heads. During this time the respective Executive Director must approve all waivers.
Monday 4/2/18	Department budgets returned to the budget department.
Friday 4/6/18	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.
Tuesday 4/17/18	School Board Workshop reviewing the latest data from the Legislature on the impact of the 2018-2019 budget. Update the School Board on the results of operations through March 31, 2018.
Friday 4/20/18	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 4/25/18	Employee preference survey opens and closes 5/8/18.
Monday 4/30/18	Human Resources complete data entry and verification of surplus and vacancy data.
Tuesday 5/1/18 Through Monday 5/7/18	Human Resources publish the vacancy and surplus lists.
Friday 5/11/18	The last day for changes to the preference placement forms is 5/8/18 Trial staffing both instructional and classified.
Tuesday 5/15/18	Instructional Staffing. Note last day for 196-day staff is 5/29/18.
Wednesday 5/16/18	Classified Staffing. Note last day for 220-day staff is 6/18/18, and last day for 186-day staff is 5/24/18.
Wednesday 5/23/18	Instructional staffing results sent to cost centers.
Friday 5/25/18	Classified results sent to cost centers.
Tuesday 5/29/18	Instructional Vacancies are posted and close on Thursday 5/31/18.
Wednesday 6/6/18	Classified vacancies posted. Closing on Monday 6/11/18.