

The School Board of Sarasota County, Florida  
Budget Calendar 2017-2018

**Sarasota County School Board Vision Statement**

The School District of Sarasota County places learning at the center of its activities to enable all learners to lead productive, responsible, and healthful lives.

**Sarasota County School Board Mission Statement**

The School District of Sarasota County prepares students to achieve the highest learning standards by engaging a high quality staff, involved parents, and a supportive community

<b>Month</b>	<b>Description</b>
<b>October and November</b>	<p>The five year student projections are updated for the actual number of students identified as attending school during the State Required October Student FTE Count submitted for State Funding.</p> <p>The five year forecast is sent out for review to the schools and appropriate district directors for modifications.</p> <p>The first quarterly projection report is prepared for all funds, for internal use based upon the results of the operations for the first quarter of the year.</p>
<b>December</b>	<p>Schools and District Directors submit changes to student projections for final submission to the State.</p> <p>Preliminary budgets are prepared for the General and Capital Funds utilizing updated student projections and new legal mandates.</p>
<b>January and February</b>	<p>Budget forecasts are prepared for School Board review. Administration begins preparing appropriation levels to be allocated to schools and departments.</p> <p>The second quarter projection report is prepared, for internal use based upon results of operations for the current year for all funds.</p>
<b>March</b>	<p>School Board workshops prioritize the goals and objectives of the preliminary budget.</p> <p>School and department allocations are reviewed to allow for the release of the budgets to individual schools and departments during the month of April. New Legislation and Legislative budgets are reviewed for impacts upon the School District.</p>
<b>April</b>	<p>School Board approves a preliminary budget allowing schools and departments to prepare a staffing budget. This is contingent upon the Legislature and Governor being in agreement as to what the Education Appropriations will be.</p>
<b>May</b>	<p>The Budget Department completes the staffing review necessary for preparation of the position vacancy and employee surplus lists.</p> <p>Human Resources prepares the instructional and classified staffing allowing for both instructional and classified vacancies to be published.</p> <p>The preliminary budget is adjusted to reflect final Legislative changes.</p>

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<b>June</b>	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.
<b>July and August</b>	<p>Truth in Millage (TRIM) Legislation</p> <p>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.</p> <p>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.</p> <p>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 10 Day Budget adjustments are made during the last week in August to reflect enrollment changes between the original enrollment and the actual students enrolled at the schools.</p>
<b>September</b>	<p>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.</p> <p>Final carry forward allocations are loaded into the respective budgets and all funds are reconciled to the final budget adopted by the School Board.</p>

**Truth in Millage Requirements**

The Florida Statutes that the School District must be in compliance with regarding the budget are F.S.200.065 and F.S.1011.

Date	Description
7/20/17 Thursday 3:00 PM	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 22, 2017. TRIM requires the proposed budget no later than July 24, 2017
7/25/17 Tuesday 5:15 PM	Required Public Hearing to adopt tentative millage and budget for 2017-2018. TRIM requires no later than August 4, 2017
9/12/16 Tuesday 5:15 PM	Public Hearing to adopt the final millage and budget for 2017-2018 TRIM requires no later than September 18, 2017

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Date	Description
Tuesday 1/17/17	School Board workshop – Review the projected results of operations through December 31, 2016. Review the preliminary budget for 2017-2018.
Tuesday 2/21/17	School Board workshop - Review the Governor’s Budget Proposal for the 2017-2018 fiscal year and the General Fund estimated results of operations for the 2016-2017 fiscal year. Review the budget calendar for preparation and distribution of the 2017-2018 budget.
Tuesday 3/21/17	School Board workshop to review the latest Legislative budget information and the estimated impact upon the General Fund Budget for 2017-2018. Update the School Board on the General Fund results of operations through February 28, 2017. Determine if school and department budgets can be released to begin the staffing process.
Wednesday 3/22/17	If the School Board agrees on releasing budgets for the staffing process. Release the department budgets first with a one week return date of March 30, 2017.
Monday 3/27/17	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. Schools will have 2 weeks for preparation of their school budget. During this time the respective Executive Director must approve all waivers.
Thursday 3/30/17	Department budgets returned to the budget department.
Monday 4/10/17	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 4/18/17	School Board Workshop reviewing the latest data from the Legislature on the impact of the 2017-2018 budget. Update the School Board on the results of operations through March 31, 2017.
Monday 4/24/17	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.
Friday 4/28/17	Employee preference survey opens and closes 5/12/17.
Thursday 5/04/17	Human Resources complete data entry and verification of surplus and vacancy data.
Friday 5/05/17 Through Friday 5/12/17	Human Resources publish the vacancy and surplus lists.  The last day for changes to the preference placement forms is 5/12/17
Friday 5/19/17	Trial staffing both instructional and classified.
Tuesday 5/23/17	Instructional Staffing. Note last day for 196 day staff is 6/8/17.
Wednesday 5/31/17	Instructional staffing results sent to cost centers.
Monday 6/5/17	Classified Staffing.
Tuesday 6/6/17	Instructional Vacancies are posted and close on Thursday 6/8/17. Note last day for 220 day staff is 6/21/17 and last day for 186 day staff is 6/6/17.
Thursday 6/8/17	Classified results sent to cost centers.
Tuesday 6/13/17	Classified vacancies posted. Closing on Thursday 6/15/17.