

**RICHLAND COUNTY SCHOOL DISTRICT ONE  
FY 09-10 GENERAL FUND BUDGET GUIDE**

*All Dates Subject to Change*

<b>RICHLAND COUNTY SCHOOL DISTRICT ONE Budget Preparation Calendar FY 09-10</b>			
<b>Target Date For Task Accomplished</b>	<b>Day</b>	<b>Prime Person(s)</b>	<b>Task To Be Accomplished</b>
Dec. 8, 2008	Monday		Receive projection from Research based on 45 day count and moving students up one grade.
Dec. 17, 2008	Wed	C	Superintendent's Cabinet 1. Budget Calendar 2. Budget planning parameters
Dec. 17, 2008	Wed	C	Notify All Administrators 1. New Program/Personnel Package on Web
Jan. 6, 2009	Tuesday	C	Take Budget Calendar and Planning parameters to Facilities and Finance
Jan. 12, 2009	Monday		Have staff allocation calculation complete. Give out to Principals.
Jan. 13, 2009	Tuesday	C	Board Meeting 1. Budget Calendar (Information Item) 2. Planning Parameters Receive Board of School Commissioners' Budget Charge
Jan. 26, 2009	Monday	C	Public Hearing for Citizen Input on the Gen. Fund Budget – Meadowfield at 6:30
Jan. 28, 2009	Wed	D/A	Submittal of departments' budgets and equipment requests to respective divisional administrators.
Feb. 3, 2009	Tuesday	Div. Admin.	Submittal of Department budget packages to Budget Services.
Feb. 3, 2009	Tuesday	Div. Admin.	Submittal of New Program/Personnel Packages to Budget Services and equipment requests.
Jan. 26, 2009 Thru Feb. 9, 2009	Monday Thru Monday		The following steps are scheduled: 1. Review of budget packages to insure adherence to preparation guidelines. 2. Budget data entered and proofed.
Feb. 9, 2009	Monday	C	Input meeting on the General Fund Budget for: 1. Certified Staff, 3. Instructional Support 2. Classified Staff Staff Meet in Room 102 at SAB at 3:30 pm

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Feb. 9, 2009	Monday	DBC	District Budget Committee reviews: 1. New Programs/Personnel Requests
Feb 11, 2009	Wed	C	Input meeting on the General Fund Budget for: 1. Elementary School Principals 2. Middle School Principals 3. High School Principals Meet in Room 102 at SAB at 3:30 pm
Feb. 12, 2009	Thursday	C	Prepares first draft of General Fund personnel budget
Feb. 16 2009	Monday	DBC	District Budget Committee reviews: 1. Revenue projections 2. Total Budget by Division 3. New Programs/Personnel Requests All budgets across all funds.
Feb. 17, 2009	Tuesday	C	Public Hearing for Citizen Input on the General Fund Budget – Burton Pack – 6:30 pm
Feb. 20 2009	Friday	DBC	District Budget Committee reviews: 1. Total Budget by Division 2. New Programs/Personnel requests.
Feb. 23 2009	Monday		Draft Budget completed to be reviewed <b>Mar 13</b>
Feb. 23, 2009	Monday	C	Public Hearing for Citizen Input on the General Fund Budget – Webber Elementary Meet at 6:00 pm
TBA		Ch	Board of School Commissioners and Richland County Council budget meeting.
March 6, 2009	Friday	DBC	District Budget Committee reviews: 1. Personnel budget 2. Citizen input meetings 3. Total budget
March 13, 2009	Friday	DBC	District Budget Committee meets to adjust budget in detail. Revenue Projections.
March 20, 2009	Friday	DBC	District Budget Committee review for new information and adjust detail.

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March 27, 2009	Friday	C	Mail proposed General Fund budget to the Board of School Commissioners
Tentative April 1 or 2, 2009	Wed or Thursday	C	Work session with the Board of School Commissioners on proposed General Fund Budget.
April 20, 2009 Thru April 21, 2009	Monday & Tues	C	Proposed General Fund budget presented to the Committees of the Board.
April 28, 2009	Tuesday	C	First Reading of General Fund Budget by Board of School Commissioners.
April 30, 2009	Thursday	DBC	DBC meets adjust department budgets and review new programs.
TBA	Tuesday		First Reading of FY 09-10 Budget by Richland County Council.
May 12, 2009	Tuesday	Ch	Public Hearing of Budget and Second reading of General Fund budget by Board of School Commissioners
May 14, 2009	Thursday	C	Provide FY 09-10 General Fund Budget to Richland County Council.
May 19, 2009	Tuesday	Ch	Presentation of General Fund Budget to Richland County Council.
TBA			Second Reading of FY 09-10 Budget by Richland County Council.
TBA		DBC	DBC Adjust to Final
TBA			Third Reading of FY 09-10 Budget by Richland County Council.
TBA		C	Final budget approval by the Board of School Commissioners.

Legend: D/A – District Administrators (Principals/Directors)

Div. Admin. – Division Administrators

Prime Person: Supt. – Dr. Percy A. Mack.

C – Mr. Edward J. Carlon

Ch – Chairman of the Board of School Commissioners

DBC – District Budget Committee