

FY' 05-06 Budget Process and Schedule –12/2/04

<u>Timeline</u>	<u>Description</u>	<u>Responsibility</u>
1. November, 2004	Establish systemwide goals as overall Policy Framework for the Budget.	School Committee & Superintendent
2. Late Nov., 2004	Prepare and transmit updated Five-Year Financial Plan to School Committee	Chief Financial Officer & Superintendent
3. Early Dec., 2004	Develop Enrollment Projections, Elementary Staffing Worksheets. and Prior Year Expenditure data for budget orientation.	Budget Office
4. 2 nd Week of Dec., 2004	City Manager's Budget Meeting with Department Heads, setting of Financial Parameters for FY04-05 Budget	City Manager & City Fiscal Staff
5. Dec. 15, 2004 3:30 pm Kennedy/Long. School	Budget Orientation Meeting with administrators to distribute budget materials and procedures.	Budget Office
6. Dec., 2004 - Early Jan., 2005	Principals meet with staff and School Councils to identify School Improvement Plan objectives and budget priorities in relation to systemwide goals and budget financial parameters.	Principals & School Councils
7. January 4, 2005	School Committee Roundtable Meeting – 2 nd portion of Agenda - Discussion of FY05-06 Budget	School Committee & Superintendent
8. Early Jan., 2005	Meet with Principals to review budget forms and staffing plans based on staffing analysis sheets; meet with dept./program administrators to review budget forms and requests.	Budget Office Staff
9. January 14, 2005	Principals and A/U administrators submit Budget Requests and to central administration	A/U Administrators
10. Late January, 2005	Review FY04-05 Budget Five-Year Financial Plan for any significant changes	Chief Financial Officer

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11. Late January, 2005	Conduct administrative meetings on school budget allocations and program budget requests.	Superintendent & Cabinet
12. January 27, 2005	Meeting with City Manager & staff, School Committee Budget Co-Chairs, Superintendent and staff, to discuss Capital Budget needs of schools.	Budget Co-Chairs & Superintendent
13. Late January, 2005 thru Early February, 2005	Superintendent and Cabinet review of Budget, discussions between Superintendent and Principals on priorities, identify reduction/reallocation options.	Superintendent & Cabinet, Principals
14. February 9, 2005	School Committee Budget Sub-Committee meeting. Public input on budget invited.	School Committee
15. Mid-February, 2005	Superintendent communicates with Principals and other administrators on budget recommendations. Principals discuss budget with School Councils and deal with any remaining budget issues.	Superintendent & Principals
16. Late February, 2005 1 st week of March, 2005	Superintendent discusses Proposed Budget with School Committee (Retreat format with full Budget Sub-Committee)	Superintendent School Committee
17. Early March, 2005	Superintendent responds to School Committee questions on budget, meets with members as necessary to clarify issues and questions.	Superintendent
18. Mid March, 2005	Conduct legally required Public Hearing on the Budget, and hear public testimony on the Budget.	School Committee
19. Mid March, 2005	School Committee budget decision meetings, and Adoption of Budget.	School Comm. & Administration
20. Late March, 2005	Transmittal of Adopted Budget to City Manager, with supporting documents.	School Comm. Secretary & Budget Office
21. April-May, 2005	City Council Hearings on the City Manager's Proposed Budget, hearing on the School Budget.	City Council School Committee
22. May, 2005	City Council adoption of the Budget	City Council