

Budget Process Overview and Calendar

Updated January 12, 2012

I. Budget Development

September-December 2011 – Superintendent meets with city officials, Board of Education, and citizen groups to determine budget priorities, timing, and document preparation.

October – November 2011 – Meetings with City Administration and OPM to determine budget strategy, priorities, and potential economies.

October 7, 2011 – Program Managers receive timetables, guidelines, manuals, formats, allocations for 2012-13 Budget.

November 1, 2011 – Enrollment projections produced by Research Department for 2012-13 and future years.

November 1, 2011 – Central Administrators complete, review and submit budget packages to Executive Director of Finance.

II. Central Staff Review

October – December 2011 – Meeting with principals to review school needs.

November 28 – December 2, 2011 – Meetings held to review 2012-2013 staffing, budget assumptions, and improvement plans.

December 5 – December 9, 2011 – Follow up and clarification as necessary.

December 12, 2011 – Budget What-ifs/ Budget Committee Review

December 19, 2011 – Executive Director of Finance generates Operating Budget Draft and distributes to all responsible parties for review, comment, corrections, and suggested revisions.

December 30, 2011 – Budget Finalization and Superintendent Approval.

January 6, 2012 – Issues/Follow up/Clarification/ Budget document review

III. Superintendent's Operating Budget Recommendation

January 10, 2012 – Preparation of Board of Education presentation begins.

January 12, 2012 – Superintendent of Schools distributes "Superintendent's Operating Budget" recommendation to the Board of Education.

January 17, 2012 – Review by the Board of Education Fiscal Committee

- Budget Overview
- District Objectives and System Data
- Revenue
- Grant Assumptions
- New Initiatives

January 19, 2012 – Review by the Board of Education Fiscal Committee

- Class Size/ Staffing
- Elementary School Budgets
- Bilingual/ESL
- Transportation
- City Transfers
- Technology
- Facilities

January 23, 2012 – Review budget with Citizens’ Budget Advisory Committee

January 25, 2012 – Review by Board of Education Fiscal Committee

- Curriculum/Instruction
- Secondary School Budgets
- Special Education / Pupil Personnel Services
- Summer School
- Adult and Continuing Education
- Interscholastic Athletics

January 26, 2012 – Board of Education review and follow up items

***January 31, 2012** – Open date for Board of Education review and follow up

February 02, 2012 – Public Comments on the Budget –Westover Magnet School Auditorium - preview of Budget by City Board of Finance and Fiscal Committee of the Board of Representatives.

***February 9, 2012** – Fiscal Committee meeting on budget

IV. Formal Adoption

February 16, 2012 – Board of Education Votes on Budget

February 29, 2012 – Mayor supplied with 2012-2013 Budget

March 6, 2012 – Adopted 2012-2013 Operating Budget printed and forwarded to Board of Finance, Board of Representatives, Principals and Central Administration.

March 8, 2012 (tentative) – Presentation to Board of Finance

April 4, 2012 (tentative) – Board of Finance vote on the 2012-13 budget

March/April – Presentation to Board of Reps Fiscal Committee

May – Action on Budget by Board of Representatives- reallocation by BOE as necessary

June – Distribution of final budget volumes.

***If needed.**



Hugh Murphy
Executive Director of Finance
Stamford Public Schools
888 Washington Blvd
P.O. Box 9310
Stamford, CT 06904
Phone: 203-977-5011
Fax: 203-977-5960