

Butte County Office of Education
2017-18 Budget Development Calendar - Detail

Last Revised: January 10, 2017

APPROX. DATE	TASK / EVENT	RESPONSIBILITY	
January 10, 2017	Governor Presents Budget Proposal	Fiscal Services	ORIGINAL BUDGET
January 13, 2017	Budget Calendar Communicated to Program Managers	Director of Fiscal Services	
January 20, 2017	Preliminary Revenues Provided to LCCS/LEAD/RISE/TMS	Fiscal Services	
February 3, 2017	Certificated Staffing Level for Year Determined by Program Managers HR025 Forms Are Due to Human Resources	Program Managers / Asst. Superintendents	
February 17, 2017	BCOE Deadline for Certificated Layoff Resolutions to be Developed and Approved	Human Resources	
February 21, 2017	Estimated Program Revenues Established by Fiscal Services	Fiscal Services	
February 24, 2017	Position Budget Model Created	Fiscal Services	
March 3, 2017	Classified Staffing Level for Year Determined by Program Managers HR025 forms are due to Human Resources	Program Managers / Asst. Superintendents	
March 6 - March 10, 2017	Meeting Dates for Preliminary Budget Meetings for LCCS/LEAD/RISE/TMS Held Between Fiscal Services and Program Managers	Fiscal Services / Program Managers	
March 15, 2017	BCOE Deadline for Classified Layoff Resolutions to be Developed and Approved	Human Resources	
March 17, 2017	Meeting Dates Established Between Fiscal Services and Program Managers	Fiscal Services / Program Managers	
May 1 - May 5, 2017	Final budget meetings for LCCS/LEAD/RISE/TMS - align budget to LCAPS	Fiscal Services	
May 12, 2017	2016-17 Estimated Actuals and 2017-18 Original Budgets Finalized in Financial System	Fiscal Services	
May 12, 2017	Governor's May Revise Budget Proposal	Fiscal Services	
May 19, 2017	Budget Downloaded Into SACS	Fiscal Services	
June 12, 2017	Budget/LCAP Hearing/Presentation to Board of Trustees	Senior Director of Admin Services Assistant Superintendent of SPS	
June 26, 2017	Budget/LCAP Approved by Board of Trustees	Senior Director of Admin Services Assistant Superintendent of SPS	
September 29, 2017	Meeting Dates Established Between Fiscal Services and Program Managers	Fiscal Services / Program Managers	1ST INTERIM BUDGET
September 29, 2017	Position Budget Model Created	Fiscal Services	
November 3, 2017	Budgets Finalized in Financial System	Fiscal Services	
November 14, 2017	Budget Downloaded Into SACS	Fiscal Services	
December 11, 2017	Budget Approved by Board of Trustees	Fiscal Services	
December 8, 2017	Meeting Dates Established Between Fiscal Services and Program Managers	Fiscal Services / Program Managers	2ND INTERIM BUDGET/MID-YEAR BUDGET REVIEW
January 8, 2018	Estimated Go Live Date with ESCAPE (new Financial System)	Fiscal Services	
January 2018*	Position Control Model Created	Fiscal Services	
February 2, 2018*	Budgets Finalized in Financial System	Fiscal Services	
February 14, 2018*	Budget Downloaded Into SACS	Fiscal Services	
March 12, 2018	Budget Approved by Board of Trustees	Fiscal Services	

*Early 2018 dates may change with the implementation of ESCAPE, the new Financial System.