BIBB COUNTY SCHOOL DISTRICT

Dr. Dan A Sims, Superintendent

INFORMATION MEMORANDUM

To: Bibb County Board of Education

From: Sharon Roberts, Chief Financial Officer

Subject: FY 2025 Budget Process and Setting of Budget Calendar

Summary:

Board Policy DCCA directs Administration annually to provide a budget calendar for the ensuing fiscal year. This calendar must provide target dates for meetings such as budget work sessions, public hearings, committee, and board meetings for tentative and final adoption of the budget. Attached for information purposes is the Tentative FY 2025 Budget Calendar, which will serve to guide us through the upcoming FY 2025 budget process.

The first schedule, "Calendar of Board of Education Meetings and Public Hearings for the FY 2025 Budget and CY 2024 Millage Rate", details Board meetings that are essential to the process of approving a budget for FY 2025 and for the setting of the millage rate for CY 2024 (FY 2025). ***Actual dates and times for meetings will be set by the Board of Education according to their availability. The goal is to have these dates and times established and approved by the Board of Education at the December 2023 Regular Board Meeting.***

The second schedule, "FY 2025 Budget and CY 2024 (FY 2025) Millage Rate Process", details the steps and goal dates for each of the major components of the process that will be followed to develop the FY 2025 budget for the General Fund and all other funds. This collaborative process led by the Chief Financial Officer includes input from all Cabinet members, Department Heads, Principals, and other stakeholders. The process is fluid and continues throughout the entire fiscal year. Budgets are estimates and will be adjusted as new data is received.

The third schedule, "Budget Committee for FY 2024 Budget", shows the major individuals who will be instrumental in the preparation of the budget which will be presented to the Board for guidance and final approval. The Superintendent and his Cabinet have established the goals and priorities of the budget, which are aligned with the district's strategic plan. The Finance Core Team will conduct meetings with each subcommittee member and their corresponding Cabinet member to document budget

requests to support the needs of their operations, compile the requests and their respective costs, and compare to the available resources available to support the requests. The REAA team is essential to the process of establishing projected enrollment data by school. This information helps determine the anticipated revenue from QBE funding and is instrumental to Human Resources as they establish school level staffing allotments based on the district's allocation formulas. With input from the Superintendent and Cabinet, the Finance team will adjust requests and staffing levels based on availability of revenue and/or use of fund balance to compile the final budget that will be presented to the Board.

The fourth schedule, "FY 2025 Budget Calendar Meetings with Department Heads", is a scheduling tool to ensure that all departments are met individually to go over the process and to determine their needs for the upcoming fiscal year.