

Dawson County Board of Education				
Tentative Budget Calendar				
Fiscal Year 2024				
The Dawson County Board of Education operates on a fiscal year of July 1 through June 30. It is required by law that the budget be submitted and approved by the Board prior to June 30th for the following fiscal year.				
After review by the superintendent and the finance department, the proposed budget is submitted to the Board of Education. Two public hearings must be held before approval of the budget. Those hearings maybe part of the monthly agenda. The budget is tentatively approved at the May board meeting. Prior to the June board meeting and after advertisement of the tentative budget in the local newspaper, a public hearing is held to receive comments from citizens. At the June board meeting, the budget is legally adopted and submitted to the State Board of Education for approval.				
The following budget calendar should be followed for the FY24 budgeting process:				
January 30, 2023	FD	Budget Request Documents are distributed to administrators.		
January 31, 2023	HR	Submission of professional staff in jeopardy of receiving an unsatisfactory evaluation or be recommended for non-renewal.		
February 1, 2023	HR	Tentative enrollments and staff allotment forms are sent to administrator Staffing Workbook due to HR		
February 14, 2023	HR	Recommendations of Administrative Staff to the Board		
February 24, 2023	HR	12-Month Administrative Contracts to be Sent		
February 25, 2023	FD	Budget Request Documents are due to the Finance for consolidation.		
February 27, 2023	HR	Certified Staff Recommendation Form Sent by HR to Principals		
March 3, 2023	HR	12-Month Administrative Contracts Due		
March 4, 2023	BOTH	HR and Finance review employee pay steps and years experience.		
March 6, 2023	HR	Certified Staff Recommendations due to HR		
March 14, 2023	FD	Superintendent and Finance Director review budget requests. Make adjustments.		
	HR	Board Approval of Certified Staff Recommendations		
	FD	Board of Education Spring Retreat to discuss budget		
March 17, 2023	HR	Certified Contracts to be Sent		
March 17, 2023	HR	Certified Contracts Due		
April 15, 2023	FD	Superintendent and Finance Director review budget requests. Make adjustments.		
Budget Timeline				
May 4, 2023	FD	Post budget hearings on district webpage.		
May 9, 2023	FD	Tentative budget presentation #1 - Adoption of Tentative Budget		
	HR	FY24 Salary Schedules approved by BOE		
May 26, 2023	FD	Submit newspaper advertisement for public hearing on the FY24 tentative budget.		
June 7, 2023	FD	Newspaper advertisement appears in legal organ		
June 13, 2023	FD	Board of Education and superintendent conduct public forum for the tentative FY24 budget at the board meeting (#2). Interested parties will present any additional input or comments. The board and superintendent will take input under advisement and revise the budget according.		
		Final adoption of the FY24 budget at the regular board meeting		
Millage Timeline				
June 3, 2023	FD	Preliminary Tax Digest		
July 15, 2023	FD	Final Tax Digest		
July 12, 2023	FD	Submit newspaper and website advertisement for public hearing on the millage rate.		
July 20, 2023	FD	Newspaper advertisement appears in legal organ #1		
July 27, 2023	FD	Newspaper advertisement appears in legal organ #2		
August 2, 2023	FD	Meeting #1. Notice must be in the legal organ one week before each meeting.		
		One of the three public hearings must begin between 6:00 pm and 7:00 pm in the evening.		
August 3, 2023	FD	Newspaper advertisement appears in legal organ #3		
August 9, 2023	FD	Meeting #2 - AM		
		Meeting #3 - PM before the board meeting.		
		Set the millage at the board meeting.		
Before Sept. 1st	FD	Board will legally set millage rates after receipt of the Certified Tax Digest from the Tax		
NOTE:				
		After review by the Superintendent and Administration, the proposed budget is presented to the Board of Education in a series of work sessions, two of which are advertised public meetings, and tentatively adopted by the Board. The public meetings must be advertised in the local legal news organ. The advertisement for the public meetings should reference the website location of the budget documents presented on the LEA's external website. Additionally, three public hearings are required when the effective mill rate is estimated to increase. These public hearings can be held in conjunction with the IV-32-27 required two public meetings if held before the final adoption of the initial budget. The tentative budget is then presented on the public website of the LEA. After the tentative Budget is adopted by the Board, a period of two weeks must transpire before the Board of Education can take official action to legally adopt the budget. During this two week period, copies of the proposed budget are made available for public inspection in the Superintendent's Office and on the public website of the LEA.		