

Dawson County Board of Education

Tentative Budget Calendar Fiscal Year 2025

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 FY25 budgeting process:

February 1, 2024	FD	Budget Request Documents are distributed to administrators.
February 2, 2024	HR	Tentative enrollments and staff allotment forms are sent to administrator
February 13, 2024	HR	Recommendations of Administrative Staff to the Board
February 14, 2024	HR	12-Month Administrative Contracts to be Sent
February 14, 2024	HR	Certified Staff Recommendation Form Sent by HR to Principals
February 28, 2024	HR	12-Month Administrative Contracts Due
February 28, 2024	HR	Certified Staff Recommendations due to HR
March 1, 2024	FD	Budget Request Documents are due to Finance for consolidation.
March 1, 2024	BOTH	HR and Finance review employee pay steps and years experience.
March 12, 2024	HR	Board Approval of Certified Staff Recommendations
March 13, 2024	HR	Certified Contracts to be Sent
March 14, 2024	FD	Superintendent and Finance Director review budget requests. Make adjustments.
March 27, 2024	HR	Certified Contracts Due
April 15, 2024	FD	Superintendent and Finance Director review budget requests. Make adjustments.
April 16, 2024	FD	Board of Education Spring Retreat to discuss budget

Budget Timeline

May 5, 2024	FD	Post budget hearings on district webpage.
May 7, 2024	FD	Tentative budget presentation #1 - Adoption of Tentative Budget
	HR	FY25 Salary Schedules approved by BOE
May 23, 2024	FD	Submit newspaper advertisement for public hearing on the FY25 tentative budget.
June 3, 2024	FD	Newspaper advertisement appears in legal organ
June 11, 2024	FD	Board of Education and superintendent conduct public forum for the tentative FY25 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 FY25 budget at the regular board meeting

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Millage Timeline

June 3, 2024	FD	Preliminary Tax Digest
July 15, 2024	FD	Final Tax Digest
July 10, 2024	FD	Submit newspaper and website advertisement for public hearing on the millage rate.
July 17, 2024	FD	Newspaper advertisement appears in legal organ #1
July 24, 2024	FD	Newspaper advertisement appears in legal organ #2
August 6, 2024	FD	Meeting #1. Notice must be in the legal organ one week before each meeting. <i>One of the three public hearings must begin between 6:00 pm and 7:00 pm in the evening.</i>
August 7, 2024	FD	Newspaper advertisement appears in legal organ #3
August 13, 2024	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

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NOTE: *Items in gray are subject to change.*

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.