

**BOTETOURT COUNTY PUBLIC SCHOOLS
2020-2021 BUDGET DEVELOPMENT CALENDAR**

Date	Action	Time	Location	Involved Persons
10/8/2019	Distribute budget questionnaires to building administrators and central office department administrators	5:00 p.m.	Central Office	Staff
10/10/2019	Approve budget calendar	6:30 p.m.	Central Office	School Board
10/18/2019	Principal Meeting to review budget process	8:30 a.m.	Central Office	Staff
10/9/2019- 10/31/2019	Principal/Staff prepare budget requests	5:00 p.m.	Central Office	Staff
11/1/2019	Meet with Principals/Staff to review budget requests	All Day	Central Office	Staff
11/1/2019	CIP Requests from all departments and principals are due to Finance by 3:00 p.m.	All Day	Central Office	Staff
11/14/2019	Proposed Capital Improvement Plan. First reading for Capital Improvement Plan for School Board.	6:30 p.m.	Central Office	School Board
12/12/2019	Adoption of the Capital Improvement Plan.	6:30 p.m.	Central Office	School Board
January 2020	Planning Commission Work Session		Board Chambers Botetourt County	Department Heads
1/9/2020	School Board Work Session (Budget)	8:00 a.m.	Central Office	School Board
1/16/2020	Budget First Reading and Public Comments	6:30 p.m.	Central Office	School Board & Public
2/13/2020	Budget Second Reading and Public Comments	6:30 p.m.	Central Office	School Board & Public
2/27/2020	School Board Work Session (Budget)	8:00 a.m.	Central Office	School Board
3/5/2020	School Board Work Session (Budget)	8:00 a.m.	Central Office	School Board
3/12/2020	Budget Third Reading and Public Comments	6:30 p.m.	Central Office	School Board & Public
3/26/2020	Public Hearing and Adoption on the FY21 School Budget	6:30 p.m.	Central Office	School Board & Public
4/16/2020	Public Hearing on the FY21 County Tax Rate and Budget	2:00 p.m.	Greenfield Center	County Board
4/28/2020	Adoption of County Tax Rate and Budget	2:00 p.m.	Greenfield Center	County Board

* These dates may be subject to change due the new biennium budget.