

**BOARD MEMO**

Date: September 21, 2023  
For ACTION   X    
For INFORMATION   X    
Board Agenda: Yes   x    
No       

**FROM:** Robert Easley, Director, Budget & Financial Systems & Reporting

**THROUGH:** Dominic B. Turner, Chief Financial Officer  
Dr. Melanie Kay-Wyatt, Superintendent of Schools

**TO:** The Honorable Dr. Michelle Rief, Chair, and Members of the Alexandria City School Board

**TOPIC:** Adoption of FY 2025 Budget Calendar

**ACPS 2025 STRATEGIC PLAN GOAL:**  
Goal 4: Strategic Resource Allocation

**SY 2023-2024 FOCUS AREA:**  
N/A

**FY 2025 BUDGET PRIORITY:**  
N/A

**SUMMARY:**  
The following documents were discussed during the FY 2025 Budget Work Session on September 7, 2023:

Budget Calendar: The FY 2025 Budget Calendar was reviewed and discussed, resulting in a couple of date modifications from what was presented on June 15, 2023.

**BACKGROUND:**  
Each September, the School Board begins budget development for the next fiscal year. This preliminary budget work session commences public work on the budget process and introduces the below key planning documents that will be used throughout the development of the FY 2025 Combined-Funds Budget and the FY 2025 – 2034 Capital Improvement Program (CIP) Budget.

Budget Calendar: Annually, the School Board adopts a budget calendar to define the timeframe under which the proposed budget will be prepared, discussed, and approved. The School Board approves the budget calendar as part of setting the work and meeting schedule for both the Combined Funds and CIP budgets.

## BOARD MEMO

On June 15, 2023, the School Board was presented with a proposed Budget Calendar. Upon consideration of School Board feedback, a revised calendar, review and discussion on September 7, 2023 reflected some minor modifications and clarifications. On September 7, 2023, a few other modifications were noted and are reflected:

- May 2, 2023
  - Special Called School Board Meeting: Superintendent's Adjusted Proposed Budget on the FY 2025 CF and FY 2025-2034 CIP Budgets from May 9, 2023
- May 9, 2023
  - School Board CF and CIP Work Session from May 2, 2023
  - Public Hearing on the FY 2025 CF and FY 2025-2034 CIP Budgets from May 16, 2023

### **RECOMMENDATION:**

The Superintendent recommends that the School Board adopt the Budget Calendar in preparation for the FY 2025 Budget Process.

### **ATTACHMENTS:**

- 1) FY 2025 Budget Calendar

### **CONTACT:**

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