

**State Budget Cycle and Fiscal Year Spending Requirements –  
Information for the Board of Elementary and Secondary Education**  
(Subject to Modification)

- July**      ▪ State Fiscal Year begins July 1st.
- August**      ▪ The State’s previous fiscal year’s accounts payable period starts July 1<sup>st</sup> and closes August 31st.
- September**      ▪ The Executive Office for Administration and Finance (ANF) disseminates State Spending Plans to all executive agencies to identify planned spending for all state appropriations. ANF uses these plans to develop baseline budgets for subsequent fiscal years.
- Spending plans are completed by the Budget Office of the Department of Elementary and Secondary Education (Department) in conjunction with the Commissioner and Associate Commissioners and submitted to Secretary of Education and ANF for review and approval.
- **Preliminary discussion of the next year’s budget, including budget framework and timelines.**
- Chair of the Board of Elementary and Secondary Education (Board) appoints members to a budget committee. The committee works with the Commissioner and senior staff to develop an initial budget priorities document for the October Board meeting.
- October**      ▪ **Initial discussion of Board budget request with discussions on budget priorities and new program initiatives.**
- **Board develops two budgets: a maintenance budget within the budget target set by the Secretary of Education, and a second budget with Board priorities, identifying program expansion if additional revenues are projected to be available in the next fiscal year.**
- Secretary for Administration and Finance must certify current fiscal year revenues. If projected revenues do not meet original estimates, the Governor can implement budget reduction measures (9C budget reductions.)
- November**      ▪ **Detailed discussion of Board budget requests and vote to adopt both budgets. The Board must vote on/approve its budget requests at this meeting to meet statutory budget timelines.**
- Secretary of Education reviews and approves Department’s current fiscal year spending plans and ANF gives final approval. ANF also determines a funding estimate based on the analysis of spending plan submissions.
- **Board submits its budget requests to Secretary of Education.**
- December**      ▪ House and Senate Ways and Means Committees and ANF conduct a consensus revenue hearing to project the next fiscal year’s revenues. This consensus revenue total is used by the Department of Revenue to distribute the next year’s “Cherry Sheet” estimates to every city and town.
- Status of State's initial "fiscal condition" is finalized based on above spending

and revenue assumptions.

- **Board Chair and Commissioner meet with Secretary of Education to discuss education funding in House 1.**
- **Governor's House 1 Budget is in the final stage of development and the Secretary meets with the Governor and ANF officials to discuss education funding.**

- January**
- **Governor submits House 1 to the Legislature on the fourth Wednesday of January.**
  - House and Senate Ways and Means Committees request subsequent fiscal year maintenance budget data from all state agencies.
- February**
- Second-half review (Mid-Year Review) of Department spending to identify any projected deficiencies or any projected surpluses.
  - ANF performs an end of year review and works closely with the Secretary and Department to identify any deficiencies, exposures, surpluses, etc.
- March**
- **Joint House and Senate Ways and Means Committee conducts budget hearings, generally held across the Commonwealth in mid-March.**
- April**
- **House Ways and Means Committee Budget submitted to the House of Representatives for debate and adoption. The debate and adoption is generally completed in one week.**
  - **The final House Budget is then sent to the Senate.**
- May**
- **Senate Ways and Means Committee Budget submitted to the Senate for debate and adoption, generally completed in one week.**
  - **Final Senate Budget passed, and the House and Senate Budgets are sent to the Conference Committee.**
- June**
- **Conference Committee members selected.**
  - **Conference Committee Budget submitted to House and Senate for concurrence.**
  - **Conference Committee Budget passed by the House and Senate and sent to the Governor for his signature.**
  - State Fiscal Year ends June 30th.
- July**
- **The Governor has ten calendar days to sign the budget into law. The annual budget is commonly referred to as the General Appropriation Act (GAA.) The Governor has line item veto authority that he may exercise.**
  - **The Legislature may vote to override any or all of the Governor's vetoes. The Legislature needs a two-thirds majority to override any/all vetoes. The Legislature's override authority is not bound by any time constraints.**

**Please Note: Budget Items and Timeframes are in Bold Text**

Updated by the Department of Elementary and Secondary Education, September 12, 2013