

HAMPTON TOWNSHIP SCHOOL DISTRICT
2022-23 BUDGET CALENDAR

DATE	ACTIVITY	INVOLVEMENT	RESPONSIBILITY
October 2021	Prior Year Bid Lists Distributed to the Buildings for updates	Director of Administrative Services, Administrators, Staff, Business Office	Director of Administrative Services
October 2021	Budget Calendar Established	Superintendent, Director of Administrative Services	Director of Administrative Services
November 2021	2022-23 Bid Lists Updated and Returned from the Buildings	Director of Administrative Services, Business Office	Director of Administrative Services
November 2021	Memo to all Administrators requesting 2022-23 budget needs and material changes to needs.	Superintendent, Director of Administrative Services	Director of Administrative Services
November 2021	Budget Information, Instructions Distributed to Administrators	Superintendent, Director of Administrative Services, Administrators	Superintendent, Director of Administrative Services
January 10, 2022 (WORK SESSION)	Planning Document and 2022-23 Proposed Preliminary Budget are Reviewed with the Board	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
January 17, 2022 (VOTING MEETING)	Consideration of Act 1 Resolution to not raise taxes above the Act 1 Index or decision to proceed with “early” budget adoption.	School Board, Superintendent, Director of Administrative Services	School Board
January 17, 2022 (VOTING MEETING)	Consideration to adopt “early” 2022-23 proposed preliminary budget (if applicable)	School Board, Superintendent, Director of Administrative Services	School Board
Prior to January 27, 2022	Submit Resolution and PDE form to the Department of Education for “not to exceed resolution.” (if applicable)	Director of Administrative Services / Manager of Accounting	Director of Administrative Services
January 27, 2022	Deadline to advertise notice of intent to adopt “early” 2022-23 proposed preliminary budget (if applicable)	Director of Administrative Services / Manager of Accounting	Director of Administrative Services

Dates in Bold – Represent School Board meeting dates with budget information and / or School Board voting items

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January 27, 2022	Deadline to adopt 2022-23 “early” proposed preliminary budget (if applicable)	School Board, Superintendent, Director of Administrative Services	School Board
January 31, 2022	Supply Bid Lists are Reviewed and prepared for Mailing	Business Office	Director of Administrative Services
February 11, 2022	Budget Documents and Budget Request Forms Due to Superintendent	Administrators	Administrators
February 14 – February 25, 2022	Administrators Meet and Discuss Budget Requests with Superintendent	Superintendent, Administrators, Director of Administrative Services	Superintendent
February 25, 2022	Preliminary Staffing Levels are due to the Superintendent	Superintendent, Principals	Superintendent
February 25, 2022	Bids Due Back from Vendors	Business Office	Director of Administrative Services
March 1-4, 2022	Staffing Levels are reviewed by the Superintendent and Principals	Superintendent, Principals	Superintendent
March 7 – March 31, 2022	Preliminary Budget #1 is prepared by Director of Administrative Services and reviewed with Superintendent	Superintendent, Director of Administrative Services	Superintendent, Director of Administrative Services
April 4, 2022 (Work Session) or April 11, 2022 (Voting Meeting)	Preliminary Budget #1 is reviewed at Work Session or Voting Meeting	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Svc.
April 25, 2022	Preliminary Budget #2 is reviewed at Special Budget Meeting	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
April 26 – April 29, 2022	Proposed Final Budget is prepared by Director of Administrative Services and reviewed with Superintendent	Superintendent, Director of Administrative Services	Superintendent, Director of Administrative Services

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May 2, 2022	State gaming property tax reduction distribution amount (if any) announced by state and incorporated into budget	Superintendent, Director of Administrative Services, PA Dept of Education	Superintendent, Director of Administrative Services
May 2, 2022 (Work Session)	Proposed Final Budget is reviewed at Work Session	School Board, Superintendent, Director of Administrative Services	School Board
May 9, 2022 (Voting Meeting)	Proposed Final Budget is submitted for Board approval at Voting Meeting	School Board, Superintendent, Director of Administrative Services	School Board
May 9, 2022	Supply bids Awarded at Voting Meeting	School Board, Director of Administrative Services, Business Office	School Board
May 10, 2022	Proposed Final Budget is advertised for Public Inspection	Director of Administrative Services	Director of Administrative Services
June 6, 2022	Estimated 2021-22 Results and Projected June 30, 2022 Ending Fund Balance are reviewed with the Board	Director of Administrative Services	Director of Administrative Services
June 6, 2022	Final Budget is reviewed at Work Session	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
June 13, 2022	Final Budget is submitted for Board approval at Voting Meeting	School Board, Superintendent, Director of Administrative Services	School Board
July 1, 2022	2022-23 Real Estate Tax Bills are distributed	Tax Collector, Director of Administrative Services	Director of Administrative Services
Prior to July 15, 2022	Board Adopted Budget is submitted to PDE	Manager of Accounting	Director of Administrative Services

Additional Work Sessions for the Budget will be scheduled in May or June if necessary.

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