

BUDGET DEVELOPMENT CALENDAR FOR THE 2023/24 FISCAL YEAR

<u>Month</u>	<u>Task</u>
November 2022	Admin Council 'concept' meeting and training
December 2022	Finance Committee 'concept' meeting
	Approve budget calendar
	Review budget goals with Superintendent and Finance Committee
	Budget Managers meet with staff and district administration to perform needs assessment
	Business Office begins review of contractual needs and projections
January 2023	Board of Education reorganization meeting
	Presentation of prior year audit (subject to NJ Division of Pensions reporting deadlines)
	Budget Managers submit budgets to Business Office via accounting system
	Budget Managers meet with district administration
	District administration reviews draft budget
February 2023	Discussion with Finance Committee on tentative budget
	Discussion with Board of Education on tentative budget
	District administration reviews draft budget
	Governor's budget address and release of state aid
March 2023	District administration reviews draft budget
	Discussion and adoption of tentative budget by Board of Education
	Submission of tentative budget to NJDOE County Office
April 2023	NJDOE County office budget review
	Advertise budget for public hearing
	Public hearing and adoption of final budget by Board of Education
	Posting of user friendly budget
May 2023	Certification of tax levy
	Submission of final budget to NJDOE County Office