

**BUDGET DEVELOPMENT CALENDAR FOR THE 2022/23 FISCAL YEAR**

<u>Month</u>	<u>Task</u>
November 2021	Approve budget calendar
	Admin Council 'concept' meeting and training
December 2021	Finance Committee 'concept' meeting
	Review budget goals with Superintendent and Finance Committee
	Presentation of prior year audit
	Budget Managers meet with staff and district administration to perform needs assessment
	Business Office begins review of contractual needs and projections
January 2022	Board of Education reorganization meeting
	Budget Managers submit budgets to Business Office via accounting system
	Budget Managers meet with district administration
	District administration reviews draft budget
February 2022	Discussion with Board of Education on tentative budget
	District administration reviews draft budget
	Governor's budget address and release of state aid
March 2022	District administration reviews draft budget
	Discussion and adoption of tentative budget by Board of Education
	Submission of tentative budget to NJDOE County Office
April 2022	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 2022	Certification of tax levy
	Submission of final budget to NJDOE County Office