

HAMPTON TOWNSHIP SCHOOL DISTRICT 2024-25 BUDGET CALENDAR

DATE	ACTIVITY	INVOLVEMENT	RESPONSIBILITY
October 2023	Prior Year Bid Lists Distributed to the schools and departments for updates	Director of Administrative Services, Administrators, Staff, Business Office	Director of Administrative Services
October 2023	Budget Calendar Established	Superintendent, Director of Administrative Services	Director of Administrative Services
November 2023	2024-25 Bid Lists updated and returned from schools and departments	Director of Administrative Services, Business Office	Director of Administrative Services
November 2023	Memo to all Administrators requesting any significant budget changes	Superintendent, Director of Administrative Services	Director of Administrative Services
November 2023	Budget Information, Instructions Distributed to Administrators	Superintendent, Director of Administrative Services, Administrators	Superintendent, Director of Administrative Services
December 4, 2023 (Reorganization Meeting) or Special Meeting no later than January 4, 2024	Planning Document and 2024-25 Proposed Preliminary Budget are Reviewed with the Board	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
December 4, 2023 (Reorganization Meeting) or Special Meeting no later than January 4, 2024	Consideration of Act 1 Resolution to not raise taxes above the Act 1 Index	School Board, Superintendent, Director of Administrative Services	School Board
December 4, 2023 (Reorganization Meeting) or Special Meeting no later than January 4, 2024	Consideration to adopt “early” 2024-25 proposed preliminary budget (if applicable)	School Board, Superintendent, Director of Administrative Services	School Board
January 14, 2024	Deadline to adopt 2024-25 “early” proposed preliminary budget (if applicable)	School Board, Superintendent, Director of Administrative Services	School Board

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

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January 31, 2024	Supply Bid Lists are Reviewed and prepared for Mailing	Business Office	Director of Administrative Services
February 16, 2024	Budget Documents and Budget Request Forms Due to Superintendent	Administrators	Administrators
February 19 – February 29, 2024	Administrators Meet and Discuss Budget Requests with Superintendent	Superintendent, Administrators, Director of Administrative Services	Superintendent
February 23, 2024	Preliminary Staffing Levels are due to the Superintendent	Superintendent, Principals	Superintendent
February 23, 2024	Bids Due Back from Vendors	Business Office	Director of Administrative Services
March 4-6, 2024	Staffing Levels are reviewed by the Superintendent and Principals	Superintendent, Principals	Superintendent
March 6 – March 31, 2024	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 1, 2024 (Work Session) or April 8, 2024 (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 22, 2024	Preliminary Budget #2 is reviewed at Special Budget Meeting	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
April 23 – April 30, 2024	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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DATE	ACTIVITY	INVOLVEMENT	RESPONSIBILITY
May 1, 2024	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 6, 2024 (Work Session)	Proposed Final Budget is reviewed at Work Session	School Board, Superintendent, Director of Administrative Services	School Board
May 6, 2024 (Special Voting Session)	Proposed Final Budget is submitted for Board approval at Special Voting Session (to comply with “30-day” rule)	School Board, Superintendent, Director of Administrative Services	School Board
May 7, 2024	Proposed Final Budget is advertised for Public Inspection	Director of Administrative Services, Business Office	Director of Administrative Services
May 13, 2024	Supply bids Awarded at Voting Meeting	School Board, Director of Administrative Services, Business Office	School Board
June 3, 2024	Estimated 2023-24 Results and projected June 30, 2024 Ending Fund Balance are reviewed with the Board	Director of Administrative Services	Director of Administrative Services
June 3, 2024	Final Budget is reviewed at Work Session	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
June 10, 2024	Final Budget is submitted for Board approval at Voting Meeting	School Board, Superintendent, Director of Administrative Services	School Board
July 1, 2024	2024-25 Real Estate Tax Bills are distributed	Tax Collector, Director of Administrative Services	Director of Administrative Services
Prior to July 15, 2024	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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