

BUDGET DEVELOPMENT CALENDAR FOR THE 2024/25 FISCAL YEAR

<u>Month</u>	<u>Task</u>
December 2023	Admin Council 'concept' meeting and training
	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
January 2024	Business Office begins review of contractual needs and projections
	Presentation of prior year audit
	Board of Education reorganization meeting
	Budget Managers submit budgets to Business Office via accounting system
	Budget Managers meet with central administration
February 2024	District administration reviews draft budget
	Discussion with Finance Committee on tentative budget
	Discussion with Board of Education on tentative budget
	District administration reviews draft budget
March 2024	Governor's budget address and release of state aid
	District administration reviews draft budget
	Discussion and adoption of tentative budget by Board of Education
April 2024	Submission of tentative budget to NJDOE County Office
	NJDOE County office budget review
	Advertise budget for public hearing
	Public hearing and adoption of final budget by Board of Education
May 2024	Posting of user-friendly budget
	Certification of tax levy
	Submission of final budget to NJDOE County Office