

# Pennridge School District 2022-2023 Budget Timeline

Prepared by:  
Sean Daubert  
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# Budget Development Progression

- October – **budget calendar** presented to the Finance Committee.
- October 25, 2021 - the Board passed a resolution to limit the amount of any tax increase that may be required to the **Act 1 index** amount. For the 2022-2023 budget, this amount is 3.4%.
- November 5, 2021 - cabinet members, principals, supervisors and department heads received the **budget calendar and budget development and entry guidelines**.
- November and December – leaders met with staff to develop school and department budget requests.

# Budget Development Progression Continued

- January – the development of the **revenue budget** begins utilizing a combination of historical collection data and future projections. The certified assessed value utilized for the county and township real estate tax bills is used to estimate the assessed value for the upcoming school real estate bills. The review and estimation of revenue numbers continues until June.
- January-February – A list of requested **new positions** is developed based on academic/scheduling needs, curricular program implementation, assessed student safety and security needs and student to staff ratio requirements.
- The HR department develops the **personnel budget** utilizing current and expected salary and benefit data. This budget accounts for all salary and benefit costs for all current and requested employees and is due on January 28, 2022.
- **January 5, 2022** – All preliminary budgets are to be complete and entered into the district's financial software.

# Budget Development Progression Continued

- A **spreadsheet** is developed for each budget that compares budget to actual expenditure data over a two-year period. A per student cost comparison between buildings is also developed.
- The Superintendent, Business Administrator and Director of Finance meet with each cabinet member, principal, supervisor, or department head to **review their preliminary budget.** (Jan 14<sup>th</sup> – Feb 7<sup>th</sup>)
- The **Governor** makes the annual budget address to a joint session of the General Assembly for the next fiscal year and proposes educational funding levels.
- February Finance Meeting - Budget Kickoff and Outlook presentation.

# Budget Development Progression Continued

- March Finance Meeting – a first look at the general fund budget will be presented to the Board. The Transportation and Operations Departments will present their budget requests to the Board.
- April Finance Meeting – an updated general fund budget will be presented to the Board. The Pupil Services, Program Improvement, and two Assistant Superintendent Departments will present their budget requests to the Board.
- May Finance Meeting – an updated general fund budget will be presented to the Board. The Technology budget will be presented to the Board.

# Budget Development Progression Continued

- Additional budget meetings are added as needed.
- May voting meeting – the proposed final budget is approved by the Board.
- June finance meeting – any budget changes are presented to the Board.
- June voting meeting – the final budget is approved by the Board.