

**Budget Preparation Schedule  
FY25 Department Budget Planning Dates for FY26  
Weymouth Public Schools**

August 21, 2024	<b>Meeting of Sub-Committee:</b> Budget updates
September 11, 2024	Capital Needs Memo – Sent out to all cost centers
September 18, 2024	<b>Meeting of Sub-Committee:</b> Budget Kick Off Meeting for FY26
September 24, 2024	FY26 Budget timeline shared with principals
October 9, 2024	<b>Meeting of Sub-Committee:</b> Updates, Budget Forecast
November 13, 2024	<b>Meeting of Sub-Committee:</b> Updates,
November 15, 2024	Budget Requests Sent to building principals and spending authorities due to Business Office by 12/20/24
December 4, 2024	<b>Meeting of Sub-Committee:</b> Gift Report
December 20, 2024	Deadline for budget requests to be returned from all cost centers
Between January 6, 2025 and January 17, 2025	Meetings with building principals, department heads, Superintendent, Assistant Superintendent of Finance and Operations, finance manager to review budget requests
January 15, 2025	<b>Meeting of the Budget Sub-Committee:</b> Updates, Review Proposals: Curriculum, Professional Development, Student Services, Health
January 22, 2025	<b>Meeting of Budget Sub Committee:</b> Updates, Review Proposals: WHS, CTE, Athletics, Chapman, Capital Plan
February 5, 2025 (Send to Newspaper by Next Publication for February 12th)	Publication in local Weymouth newspaper Proposed School Department Budget Summary
February 5, 2025	<b>Meeting of the Budget Sub-Committee:</b> Updates, Review proposals: JECC, Primaries, EdTEch, Maintenance, Transportation, District
February 13, 2025	Draft Proposal of School Department Budget Available for public display at the Superintendent’s office or at any other place as determined by the school committee
February 26, 2025	<b>Meeting of the Budget Sub-Committee:</b> Updates, FY26 Level Service Budget Draft review, FY26 Needs List
March 5, 2025	<b>Meeting of the Budget Sub-Committee:</b> Updates, Pre-Budget Hearing Sub-Committee Meeting, Fee Cycle Review, ESY & Sub rate update
<b>March 13, 2025 (Thursday)</b>	Public Hearing on the FY26 Budget by the School Committee (WHS Humanities Center)
March 19, 2025	<b>Meeting of the Budget Sub-Committee:</b> Updates, FY26 Level Service Budget Draft, FY26 Needs List and Compliance
<b>March 27, 2025 (Thursday)</b>	Final approval of the School Dept budget by the Weymouth School Comm
March 28, 2025	Submit complete budget with supporting documentation to Mayor’s Office
April 2, 2025	<b>Meeting of the Budget Subcommittee:</b> Updates
May 7, 2025	<b>Meeting of the Budget Subcommittee:</b> Updates, Final Fee Cycle Review, ESY, Sub rates, Gift Report
TBD	Mayor’s Submission of Budget to Town Council
TBD	Meeting with Town Council Budget Management Committee
June 4, 2025	<b>Meeting of the Budget Subcommittee:</b> if necessary
June 25, 2025	<b>Final Meeting</b> of the Budget Subcommittee FY26

*\*All Budget Sub-Committee Meetings will be held at 6:00pm at the Abigail Adams Library unless noted otherwise.  
(89 Middle Street)*

**UPDATED: 8/5/2024**