

HAMPTON TOWNSHIP SCHOOL DISTRICT
2025-26 BUDGET CALENDAR

DATE	ACTIVITY	INVOLVEMENT	RESPONSIBILITY
October 2024	Prior Year Bid Lists Distributed to the schools and departments for updates	Director of Administrative Services, Administrators, Staff, Business Office	Director of Administrative Services
November 2024	Budget Calendar Established	Superintendent, Director of Administrative Services	Director of Administrative Services
November 2024	2024-25 Bid Lists updated and returned from schools and departments	Director of Administrative Services, Business Office	Director of Administrative Services
November 2024	Memo to all Administrators requesting any significant budget changes	Superintendent, Director of Administrative Services	Director of Administrative Services
November 2024	Budget Information, Instructions Distributed to Administrators	Superintendent, Director of Administrative Services, Administrators	Superintendent, Director of Administrative Services
January 6, 2025 School Board Work Session	Planning Document and 2025-26 Proposed Preliminary Budget are Reviewed with the Board	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
January 13, 2025 School Board Voting Meeting	Consideration of Act 1 Resolution to not raise taxes above the Act 1 Index	School Board, Superintendent, Director of Administrative Services	School Board
January 13, 2025 School Board Voting Meeting	Consideration to adopt “early” 2025-26 proposed preliminary budget (if applicable)	School Board, Superintendent, Director of Administrative Services	School Board
January 30, 2025	Deadline to adopt 2025-26 “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, 2025	Supply Bid Lists are Reviewed and prepared for Mailing	Business Office	Director of Administrative Services
February 14, 2025	Budget Documents and Budget Request Forms Due to Superintendent	Administrators	Administrators
February 17 – February 28, 2025	Administrators Meet and Discuss Budget Requests with Superintendent	Superintendent, Administrators, Director of Administrative Services	Superintendent
February 21, 2025	Preliminary Staffing Levels are due to the Superintendent	Superintendent, Principals	Superintendent
February 28, 2025	Bids Due Back from Vendors	Business Office	Director of Administrative Services
March 3-5, 2025	Staffing Levels are reviewed by the Superintendent and Principals	Superintendent, Principals	Superintendent
March 5 – March 31, 2025	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 7, 2025 (Work Session) or April 14, 2025 (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 28, 2025	Preliminary Budget #2 is reviewed at Special Budget Meeting	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
April 29 – May 2, 2025	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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May 1, 2025	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 5, 2025 (Work Session)	Proposed Final Budget is reviewed at Work Session	School Board, Superintendent, Director of Administrative Services	School Board
May 5, 2025 (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 6, 2025	Proposed Final Budget is advertised for Public Inspection	Director of Administrative Services, Business Office	Director of Administrative Services
May 12, 2025	Supply bids Awarded at Voting Meeting	School Board, Director of Administrative Services, Business Office	School Board
June 2, 2025	Estimated 2024-25 Results and projected June 30, 2025 Ending Fund Balance are reviewed with the Board	Director of Administrative Services	Director of Administrative Services
June 2, 2025	Final Budget is reviewed at Work Session	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
June 9, 2025	Final Budget is submitted for Board approval at Voting Meeting	School Board, Superintendent, Director of Administrative Services	School Board
July 1, 2025	2025-26 Real Estate Tax Bills are distributed	Tax Collector, Director of Administrative Services	Director of Administrative Services
Prior to July 15, 2025	Board Adopted Budget is submitted to PDE	Assistant Director of Administrative Services	Director of Administrative Services

Additional Work Sessions for the Budget will be scheduled in May or June if necessary.

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