# SOMERSET HILLS SCHOOL DISTRICT
# FY27 BUDGET DEVELOPMENT SCHEDULE

| DATE OF INITIATION | TASK | PERSON(S) RESPONSIBLE | TARGET COMPLETION DATE |
|---|---|---|---|
| **Monday, October 13, 2025** | **Administration enters budgets into Systems 3000. Superintendent and Business Administrator meet with administrators to review and prepare recommendations on 2026-27 Budget prep guidelines, including course review, personnel needs, and program changes/improvements.** | ***Superintendent<br>*Asst Superintendent<br>*Business Administrator<br>*ES, MS, and HS Principals<br>*Student Svcs Dir<br>*Operations Director<br>*Technology Director** | **Friday, November 21, 2025** |
| **November 2025** | **Demographer provides enrollment demographics for Bernardsville, Far Hills, Peapack Gladstone, and Bedminster.** | ***Demographer<br>*Business Administrator** | **December 2025** |
| **Monday, December 1, 2025** | **Superintendent and Business Administrator conduct preliminary reviews of projected programs and staffing needs with the Administration to determine the impact of proposals and changes in the instructional budget. Business Administrator monitors the budget development process.** | ***Superintendent<br>*Asst Superintendent<br>*Business Administrator<br>*ES, MS, and HS Principals<br>*Student Svcs Dir<br>*Operations Director<br>*Technology Director** | **Friday, December 19, 2025** |
| **January 2026** | **Preliminary instructional / operational budget reviewed by Business Operations Committee.** | ***Superintendent<br>*Business Administrator<br>*Business Ops Committee** | **January 2026** |
| **February 2026** | **Business Operations Committee Meeting - Review of Budget.** | ***Superintendent<br>*Business Administrator<br>*Business Ops Committee** | **February 2026** |
| **February 23-27, 2026** (estimated) | **Budget Cap and State Aid report to be received from the State.** | ***Superintendent<br>*Business Administrator** | **February - March 2026** |
| **March 2026** | **Business Operations Committee Meeting - Review of Budget.** | ***Superintendent<br>*Business Administrator<br>*Business Ops Committee** | **March 2026 (prior to March 14 Budget Retreat)** |

| DATE OF INITIATION | TASK | PERSON(S) RESPONSIBLE | TARGET COMPLETION DATE |
|---|---|---|---|
| Saturday, March 14, 2026 | Tentative Budget Presentation to the Board. Preparation of budget forms to be submitted to the County Superintendent of Schools. | *Superintendent<br>*Business Administrator | Saturday, March 14, 2026 |
| April 2026 | Advertise Public Hearing (date of notice to be at least 4 days before hearing). | *Business Administrator | Thursday, April 23, 2026 |
| Wednesday, April 29, 2026 | Public Hearing and Adoption of Budget | *Superintendent<br>*Business Administrator<br>*Board of Education | Wednesday, April 29, 2026 |
| Thursday, April 30, 2026 | User Friendly Budget posted to District website | *Business Administrator | Friday, May 1, 2026 |
| Thursday, April 30, 2026 | Determine number of sections and staff assignments. | *All Principals | Friday. May 8, 2026 |
| May 2026 | Deadline to certify taxes to County | *Business Administrator | May 2026 |
| July 2026 | Creation of Master Schedule | *All Principals | July 2026 |

**Note: All dates and times subject to change based upon NJ State Department of Education Budget Procedures Calendar and District needs.**