

# **Budget Development Calendar - School Year 2026 to 2027**

The development of the annual school district budget is a comprehensive, collaborative, and highly regulated process. The following calendar outlines the key activities and deadlines that guide the preparation, review, and adoption of the Mendham Township School District budget for the 2026 to 2027 school year. Dates may be adjusted as updated information becomes available from the New Jersey Department of Education.

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## **October**

- Distribute the Tentative Budget Calendar to the Administrative Team, Finance Committee, and Board of Education to ensure alignment with all state timelines for budget submission, public hearings, and final adoption.
  - Complete the enrollment snapshot required for the ASSA report, including enrollment adjustments.
  - Finalize the annual Debt Service certification.
  - Conduct a comprehensive review of prior year expenditures compared to the adopted budget to inform future financial planning and identify trends.
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## **November**

- Conduct the Annual School Board Election.
  - Review and update the Long Range Facilities Plan, the 7.6 Indicator Checklist, and the Comprehensive Maintenance Plan for submission to the New Jersey Department of Education.
  - Submit the District Report of Transportation (D.R.T.R.S.) and evaluate the district's Transportation Efficiency Rating in collaboration with transportation providers, CST, and other key personnel.
  - Review all collective bargaining agreements and employee benefit structures in preparation for budget planning.
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## December

- Conduct a districtwide payroll audit, including verification of steps, tracks, longevity, assignments, deviations, and all funding sources.
  - Receive curriculum enhancement proposals and program revision requests from administrators and assess any potential limitations on current-year spending.
  - Engage in districtwide budgeting discussions regarding instructional materials, curriculum resources, facilities operations, central supply needs, and technology infrastructure.
  - Certify Annual School State Aid (ASSA) data for all on-roll students, as well as sent and charter school populations.
  - Participate in the required mid-year budget review for the 2025 to 2026 school year with the New Jersey Department of Education.
  - Approve and submit the required SEMI program waiver.
  - Anticipate the release of NJDOE budget preparation software for district use.
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## January

- Hold the Annual Reorganizational Meeting of the Board of Education.
  - Provide the Administrative Team with a draft of the 2026-2027 budget for review and discussion.
  - Present an updated budget status report at the Regular Monthly Board of Education Meeting.
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## February

- Present budget options for the 2026 to 2027 school year to the Finance Committee for review and feedback.
  - Share budget planning updates and options at the Regular Board of Education Meeting.
  - Governor's State of the State Address (tentative).
  - Release of preliminary state aid figures (tentative, dependent on state timelines).
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## **March**

- The Board of Education adopts the tentative budget, which is then submitted to the New Jersey Department of Education as part of the formal review process.
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## **April**

- Upon receiving approval from the NJDOE, the district advertises the Public Hearing on the 2026 to 2027 Budget in accordance with state requirements.
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## **May**

- Conduct the Public Hearing and, if applicable, a Special Meeting for the Board of Education to adopt the final 2026 to 2027 budget.
  - Post the User-Friendly Budget on the district website to provide clear, accessible financial information for the community.
  - Submit the district's final budget certification to the New Jersey Department of Education.
  - Issue the A4F forms containing updated tax rates to municipal, county, and state offices.
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### **\*Important Notice**

Dates from February through May remain tentative and are subject to revision pending the release of official budget-related information from the State of New Jersey and the Department of Education.