UNION PUBLIC SCHOOLS
2026-2027 Budget Development
And 2025-2026 Year-End Closing Schedule

February 11 – April 10, 2026	Budget calendars and workpapers to be distributed. Budgets will be reviewed by secretaries and supervisors during this time. Final day to submit budgets will be April 10
March 9, 2026	Present Application for Temporary Appropriations and Bond Sale at Board Meeting
April 10 – May 1, 2026	CFO and Budget Department to review budget requests
April 30, 2026 (5:00 p.m.)	**LAST DAY TO SUBMIT 2025-2026 requisitions for General Fund, Building Fund, Child Nutrition Fund, and all Grant Projects. (RQs must be entered and released to workflow by 5 p.m.)**
May 22, 2026	FIRST DAY TO ENTER 2026-2027 REQUISITIONS (Quotes must be valid through 7/31)
May 27, 2026	Review 2026-27 proposed budget with Business Sub-Committee
May 29, 2026 (5:00 p.m.)	**Enter and release to workflow ALL 2025-26 RQs for year-end spending, Bond Fund, and Activity Fund**
May 29, 2026	Textbook and fixed asset surplus deadline
June 1, 2026	Submit grant final claims for May 2026, with guaranteed pay June 2026
June 1, 2026	**All Grant purchased items must be received**
June 4, 2026 (5:00 p.m.)	Last day to release MUNIS IRQs for warehouse inventory for warehouse pick tickets Last day to submit printing requests to Communications Last day to place office supply orders (Admiral and Office Depot)
June 8, 2026	Present 2026-2027 Budget and Final 2025-2026 Budget to Board of Education
June 11, 2026	**All ordered items must be received**
August 4 or 12, 2026	Estimate of Needs Auditors on site, finalize Ending Fund Balance
August 7, 2026	Submit final 2025-2026 (FR3) Financial Report to State Department (required by law by 9/1)
September 14, 2026	Official Board approval of the 2026-2027 Estimate of Needs and 2026-2027 Proposed Budget
September 15, 2026	Submit 2026-27 Estimate of Needs to County Excise Board for approval (required by law by 9/30)
October 12, 2026	Budget Hearing (required by law)
November 9, 2026	Seek final Board approval of 2026-27 budget (required by law)
December 14, 2026	Submit 2025-2026 ACFR