

HAMPTON TOWNSHIP SCHOOL DISTRICT

2027-28 BUDGET CALENDAR

DATE	ACTIVITY	INVOLVEMENT	RESPONSIBILITY
October 2026	Prior Year Bid Lists Distributed to the schools and departments for updates	Director of Administrative Services, Administrators, Staff, Business Office	Director of Administrative Services
October 2026	Budget Calendar Established	Superintendent, Director of Administrative Services	Director of Administrative Services
November 2026	2026-27 Bid Lists updated and returned from schools and departments	Director of Administrative Services, Business Office	Director of Administrative Services
November 2026	Memo to Administrators requesting any significant budgetary needs	Superintendent, Director of Administrative Services	Director of Administrative Services
November / December 2026	Budget Information, Instructions Distributed to Administrators	Superintendent, Director of Administrative Services, Administrators	Superintendent, Director of Administrative Services
January 11, 2027 Work Session	Planning Document and 2027-28 Proposed Preliminary Budget are Reviewed with the Board	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
January 19, 2027 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 19, 2027 Voting Meeting	Consideration to adopt “early” 2027-28 proposed preliminary budget (if applicable)	School Board, Superintendent, Director of Administrative Services	School Board
January 29, 2027	Deadline to adopt 2027-28 “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 29, 2027	Supply Bid Lists are Reviewed and prepared for Mailing	Business Office	Director of Administrative Services
February 5, 2027	Budget Documents and Budget Request Forms Due to Superintendent	Administrators	Administrators
February 8 – February 26, 2027	Administrators Meet and Discuss Budget Requests with Superintendent	Superintendent, Administrators, Director of Administrative Services	Superintendent
February 19, 2027	Preliminary Staffing Levels are due to the Superintendent	Superintendent, Principals	Superintendent
February 26, 2027	Bids Due from Vendors	Business Office	Director of Administrative Services
March 1-5, 2027	Staffing Levels are reviewed by the Superintendent and Principals	Superintendent, Principals	Superintendent
March 8 – April 16, 2027	Preliminary 2027-28 Budget is prepared by Director of Administrative Services and reviewed with Superintendent	Superintendent, Director of Administrative Services	Superintendent, Director of Administrative Services
April 26, 2027 Special Work Session	Preliminary 2027-28 Budget & estimated 2026-27 results are reviewed at a Special Budget Meeting	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
April 28 – April 30, 2027	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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DATE	ACTIVITY	INVOLVEMENT	RESPONSIBILITY
May 1, 2027	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 3, 2027 Work Session	Proposed Final Budget is reviewed at Work Session	School Board, Superintendent, Director of Administrative Services	School Board
May 10, 2027 Voting Meeting	Proposed Final Budget is submitted for Board approval	School Board, Superintendent, Director of Administrative Services	School Board
May 10, 2027 Voting Meeting	Supply bids Awarded at Voting Meeting	School Board, Director of Administrative Services, Business Office	School Board
May 11, 2027	Proposed Final Budget is advertised for Public Inspection	Director of Administrative Services, Business Office	Director of Administrative Services
June 7, 2027 Work Session	Estimated 2026-27 Results and projected June 30, 2027 Ending Fund Balance are reviewed with the Board	Director of Administrative Services	Director of Administrative Services
June 7, 2027 Work Session	Final Budget is reviewed at Work Session	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
June 14, 2027 Voting Meeting	Final Budget is submitted for Board approval at Voting Meeting	School Board, Superintendent, Director of Administrative Services	School Board
July 1, 2027	2027-28 Real Estate Tax Bills are distributed	Tax Collector, Director of Administrative Services	Director of Administrative Services
Prior to July 15, 2027	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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