

**TWP OF UNION BOARD OF EDUCATION
FY24 PRELIMINARY BUDGET DEVELOPMENT SCHEDULE**

DATE OF INITIATION	DISTRICT ACTION	PERSON(S) RESPONSIBLE	COMPLETION BY DATE
October 2022	System 3000 Activate for Budget Preparation	Business Administrator	October 31, 2022
October 2022	Business Administrator communicates and reviews District Budget timelines and objectives with Principals, Supervisors, and Directors	Business Administrator	October 31, 2022
November 2022	Budget Requests due from Principals, Supervisors, and Directors, Spec. Education, Assis. Superintendent, B&G, Technology (e. g. Staffing, Facility needs, programs) to Business Administrator	Business Administrator	November 21, 2022
November 2022	Administration Reviews Budget planning procedures with Finance Committee	Superintendent and Business Administrator	November 22, 2022
December 2022	Review instructional, operational, and programming Budgets request with Principals, Dept. Heads, etc.	Budget Committee (Superintendent, Business Administrator, Assist. Superintendents, Special Educational	December 5-8; Dec 12-13, 2022
January 2023	Budget Update to Finance Committee	Superintendent and Business Administrator	January 31, 2023
February 2023	State Budget Address	Governor	TBD
February 2023	Drafts of Budget for Review and feedback	Superintendent and Cabinet Team	February 28, 2023
March 2023	Budget Presentation Development	Superintendent and Business Administrator	February \ March 2023
March 2023	Financial Committee Budget Review	Superintendent and Business Administrator	March 13, 2023
March 2023	Budget Presentation to Community	Superintendent and Business Administrator	March 14, 2023
March 2023	Twp of Union BOE Adoption of Tentative Budget	Twp of Union BOE	March 14, 2023
March 2023	Submit Budget documents for County Approval	Business Administrator	March 20, 2023
April 2023	To Advertise Budget & Public Hearing	Business Administrator	April 18, 2023
April 2023	Twp of Union BOE Adoption of Tentative Budget \ Public Hearing at Bus. Meeting	Business Administrator	April 25, 2023
April 2023	Post User-Friendly Budget on District website	Business Administrator	April 27, 2023
May 2023	BOE Tax Levy Certification to County	Business Administrator	May 15, 2023

*Dates Subject to change