

BUDGET PREP CALENDAR.

- October: 1. Superintendent met with the State Monitor and School Business Administrator to develop list of Budget Assumptions.
 2. Superintendent prepares anticipated budget review for Administrative Team.
- November: 1. Superintendent initiates Budget Meeting with Administrative Team.
 2. Superintendent review of staffing needs with Administrative Team.
 3. Review of anticipated Special Education needs with Director of Special Education.
 4. Review of technology needs with needs with Bergen County Technical Schools Technology Department.
 5. Review 3 year Maintenance Plan with Superintendent and Supervisor of Buildings & Grounds.
- December: 1. Begin development of first draft of budget.
 2. Project increases for district line items, including fixed charges.
- January: 1. Revise budget as needed.
- February: 1. Schedule Finance Committee Meetings as needed.
 2. Upon receipt of State Aid figures, complete final budget.
- March: 1. Review and approval of tentative budget. (March 18, 2021)
 2. Budget to County Office (NJDOE) for approval.
- April: 1. Schedule and advertise Public Hearing. (April 29, 2021)
 2. Revise budget if necessary after Public Hearing.