

Hopewell Valley Regional School District 2019 – 20 Budget Calendar

DATE	TOPIC	RESPONSIBLE PARTY (IES)	NOTES
October 1, 2018	Board Work Session on Budget Goals / Parameters	SBA/Superintendent/Board	Supt. & SBA will discuss with BOE the desired direction for the budget preparation process
December 13, 2018 December 20, 2018	Administrative Council / AC+	Business Administrator /Superintendent/Administrators	Supt. Discuss with admin team budget preparation process and parameters
December 10, 2018	Finance/Facilities Committee	Superintendent/SBA/Committee	Supt. & SBA will go over goals for the 2018-19 school year and discuss for committee input.
November 2018	Budget Software Opens	SBA / Budget Managers	Budget software made available to budget managers and direction given on detail input
December 10, 2018	Board of Education Meeting	SBA/Superintendent/Board	Regular Board meeting to approve the budget calendar for the upcoming 2018-19 school year.
December 2018	Request for Facilities projects to be considered for funding due	Principals, Director of Facilities	All facilities needs to be considered for funding
January 2019	One to One Budget Meetings with Key Staff	Admin Team and Technology	Discussion of budget parameters with all budget managers
January 2019	Principals, Director of Curriculum, Director of Pupil Services, Facilities, Transportation, and Technology Budgets due to the Superintendent and SBA	Admin Team, Technology & Facilities	All Budget needs and preliminary personnel assignments for the 2019-2020 SY should be keyed into Systems 3000 for Superintendent and Business Administrator to review.
January 2019	1 st Draft of Budget to Superintendent	SBA	1 st draft to be submitted to the Superintendent in proper form. Should include best guess of revenue projections, as well as anticipated tax levy needs.
January 14, 2019	Board of Education Meeting	SBA/Superintendent/Board	Public Discussion of Budget Goals / Parameters
February 4, 2019	Board Work Session	SBA/Superintendent/Board	Board will address outstanding budget issues
February 12, 2019	Board of Education Meeting	SBA/Superintendent/Board	Public meeting to review status of budget
February/March 2019	Finalize Preliminary Budget Based on Actual State Aid Revenues	SBA/Superintendent	Based on timing of release of state aid figures
February – April 2019	Community Budget Review	SBA/Superintendent/Board	Budget will be presented to various community groups including municipal leaders, PTOs, Boosters, Senior Citizens, etc
March 11, 2019	Board work session on Budget	SBA/Superintendent/Board	Final public discussion of preliminary budget prior to adoption of budget for submission to DOE (County Superintendent).
March 18, 2019	Tentative budget presentation and BOE approval of the tentative budget.	SBA/Superintendent/Board	Public discussion of preliminary budget and adoption of budget for submission to DOE (County Superintendent).
March 20, 2019	Submission to DOE. Advertise BOE approved budget.	SBA	Last day to submit tentative budget to county superintendent of schools.
April 2019	Board of Education Meeting	SBA/Superintendent/Board	Board will address any outstanding budget issues prior to public hearing
May 2, 2019	Notice of Public Hearing	SBA	4 days prior to the adoption of the budget.
May 6, 2019	BOE Adopts Final Budget	Superintendent /SBA	Budget Presentation and Public Hearing on the budget. .

**Calendar will be advertised widely and revised as changes occur.
There will be opportunity for public comment on the budget at all public meetings.**