

**Franklin Township Public Schools
2015-2016 BUDGET DEVELOPMENT SCHEDULE**

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
November 30, 2014	Superintendent and Business Administrator meet with staff to review and discuss staff needs for the 2015-2016 budget	Superintendent and Business Administrator	November 30, 2014
November, 2014	Superintendent and Business Administrator meet with Finance Committee and staff to review and prepare recommendations on 2015-16 Budget Prep guidelines, including course review, personnel needs and program changes/improvements.	Superintendent, Business Administrator and Committee	November 13, 2014
November 2014	Superintendent and Business Administrator conduct preliminary review of projected programs, re-organizational plans and staffing needs to determine impact of proposals and changes in the instructional budget.	Superintendent and Business Administrator	November 30, 2014
November 17, 2014	Business Administrator meets with Superintendent and Budget Team	Budget Team	November 30, 2014
November 14-30, 2014	Individual budget training per request	Business Administrator	November 30, 2014
November, 2014	Administration reviews budget planning procedures with Fiscal Committee.	Superintendent and Business Administrator	November, 2014
December 2014	Budget draft due to with projections for operations and maintenance, special programs, etc. including staffing needs and projections.	Business Administrator	December 15, 2014
December 15, 2014	Budget review by the Superintendent	Superintendent	December 23, 2014
December 30, 2014	Final Budget due into the Business office	BA	December 31, 2014
December 30, 2014	Superintendent and Business Administrator review instructional and operational budget requests and Program Improvement requests.	Superintendent and Business Administrator	December 30, 2014
January 2015	Status report to Fiscal Committee on budget development process. Program Improvement requests reported to Fiscal Committee.	Superintendent and Business Administrator	January 15, 2015

February 2015	Preliminary instructional/operational budget reviewed by Board.	Superintendent Business Administrator, Board of Education	February 2015
February 2015	Budget Cap and State Aid report to be received from the State.	County Superintendent, Business Administrator	February 2015
March 2015	Tentative instructional/operational budget reviewed and adopted by the Board.	Superintendent, Board of Education	March 2015
March 2015	Invitations to March Public Hearing.	Business Administrator Superintendent	March 2015
March 2015	Develop and publish in local newspapers and on the district's website press releases on the proposed budget	Business Administrator Superintendent	March 2015
DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
February 2015	Adoption of and approval of budget to be submitted to the County Superintendent of Schools.	Business Administrator	February 2015
March 2015	Submit budget to County Superintendent of Schools for review and approval to advertise.	Business Administrator	March 2015
March 2015	Advertise Public Hearing (date of notice to be at least 4 days before hearing).	Business Administrator	March 2015
March 2015	Budget Public Hearing with Budget PowerPoint presentation.	Superintendent Business Administrator	March 2015
March 2015	Public Hearing and Adoption of Budget, prior to regularly scheduled meeting	Superintendent, Business Administrator, Board of Education	March 2015
March 2015	Last Day to Finalize and Adopt Budget	Board of Education	March 2015
April 2015	Last Day for Non-Tenured Teaching Staff Observation and Evaluation	Superintendent	April 2015
April 2015	Post Budget on Website for public viewing	Business Administrator and Technology	April 2015
July 2015	Last day for Board candidates to file nominating petitions (4:00 P.M.) for	Board Candidates	July 2015

	November Election		
November 2015	Annual School Election	Board of Elections	November 2015
January, 2016	Reorganization Meeting at 8:00 p.m. (new Board members seated)	Board of Education	January 2016

Note: All dates and times subject to change based upon NJ State Department of Education Budget Procedures Calendar and District needs