

**Franklin Township Public Schools  
2016-2017 BUDGET DEVELOPMENT SCHEDULE**

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
November 30, 2015	Superintendent and Business Administrator meet with staff to review and discuss staff needs for the 2016-2017 budget	Superintendent and Business Administrator	November 30, 2015
November, 2015	Both the Superintendent and Business Administrator meet with Finance Committee and staff separately to review and prepare recommendations on 2016-17 Budget Prep guidelines, including course review, personnel needs and program changes/improvements.	Superintendent, Business Administrator and Committee	November 13, 2015
November 2015	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, 2015
November 17, 2015	Business Administrator meets with Superintendent and Budget Team	Budget Team	November 30, 2015
November 14-30, 2015	Individual budget training per request	Business Administrator	November 30, 2015
November, 2015	Administration reviews budget planning procedures with Fiscal Committee.	Superintendent and Business Administrator	November, 2015
December 2015	Budget draft due to with projections for operations and maintenance, special programs, etc. including staffing needs and projections.	Business Administrator	December 15, 2015
December 15, 2015	Budget review by the Superintendent	Superintendent	December 23, 2015
Jan 2016	Final Budget due into the Business office	BA	Jan 2016
Jan 2016	Superintendent and Business Administrator review instructional and operational budget requests and Program Improvement requests.	Superintendent and Business Administrator	Jan 2016
January 2016	Status report to Fiscal Committee on budget development process. Program Improvement requests reported to Fiscal Committee.	Superintendent and Business Administrator	January 15, 2016

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
February 25, 2016	Release of state aid figures and adequacy budget.	County Superintendent, Business Administrator	February 2016
March 18, 2016	Last day to advertise for earliest public hearing on proposed budget.	Business Administrator Superintendent	March 18, 2016
March 22, 2016	Tentative instructional/operational budget reviewed and adopted by the Board.	Superintendent, Board of Education	March 22, 2016
March 24, - March 31, 2016	Develop and publish in local newspapers and on the district's website press releases on the proposed budget	Business Administrator Superintendent	March 2016
March 22, 2016	Submit budget to County Superintendent of Schools for review and approval to advertise.	Business Administrator	March 2016
March 25, 2016	Advertise Public Hearing (date of notice to be suggested 14 days before hearing).	Business Administrator	March 25, 2016
March 29, 2016	Last day to hold Public Hearing on Budget.	Superintendent, Business Administrator, Board of Education	March 2016
April 8, 2016	Last day to provide budget statement certification to executive county superintendent of schools		April 8, 2016
April 2016	Post Budget on Website for public viewing	Business Administrator and Technology	April 2016
July 2016	Last day for Board candidates to file nominating petitions (4:00 P.M.) for November Election	Board Candidates	July 2016
November 2016	Annual School Election	Board of Elections	November 2016
January, 2017	Reorganization Meeting at 6:00 p.m. (new Board members seated) TBD	Board of Education	January 2017

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