

Franklin Township Public Schools 2017-2018 PROPOSED BUDGET CALENDAR

DATE OF INITIATION	TASK	PERSON(S) RESPONSIBLE	TARGET COMPLETION DATE
October 10, 2016	B&F Committee and SBA/BS meet to discuss budget goals for 2016-17 and to review budget planning procedures.	B&F Committee SBA/BS	October 10, 2016
November	Superintendent and Business Administrator meet with staff to review and discuss staff needs for the 2016-2017 budget	Superintendent SBA/BS	November 30, 2016
November	Superintendent and Business Administrator meet with Budget & Finance Committee and staff to review and prepare recommendations on 2016-17 Budget Prep guidelines, including course review, personnel requirements and program changes/improvements.	Superintendent, SBA/BS B&F Committee	November 30, 2016
December	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 SBA/BS	December 8, 2016
December 8, 2016	Individual budget preparation assistance per request by staff members.	SBA/BS	December 22, 2016
December	Budget draft due to SBA/BS with projections for operations and maintenance, special programs, etc. including staffing needs and projections.	All Staff	December 22, 2016
January	Budget review by the Superintendent.	Superintendent	January 13, 2017
January	Superintendent and SBA/BS review instructional and operational budget requests and Program Improvement requests.	Superintendent SBA/BS	January 20, 2017
January	Status report to Fiscal Committee on budget development process. Program Improvement requests reported to Fiscal Committee.	Superintendent SBA/BS	January 23, 2017
February	Release of state aid figures and adequacy budget.	SBA/BS	February
March 20, 2017 Monday	Tentative instructional/operational budget reviewed and adopted by the Board.	Board of Education	March 20, 2017
February 27, 2017 or March 20, 2017	Submit budget to County Superintendent of Schools for review and approval to advertise.	SBA/BS	February 27, 2017 or March 20, 2017
March / April	Develop and publish on the district's website informational presentation on the proposed budget.	SBA/BS Superintendent	March 21 – April 20, 2017
April 20, 2017 Thursday (during spring break)	Last day for ECS to approve budget statement to be advertised and last day to advertise for public hearing on proposed budget for 4/24/17 Public Hearing.	SBA/BS Exec Cty Supt.	April 20, 2017
April, 24, 2017 or May 1, 2017 or May 8, 2017	Public Hearing on Proposed 2016-17 Budget.	Superintendent SBA/BS Board of Education	To be determined.

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