

**PAULSBORO PUBLIC SCHOOLS**  
**BUDGET CALENDAR**  
**2024-2025**

DATE	ACTION	LEAD PERSON	COMMENT
September-October	Develop budget calendar and overall budget process.	Business Administrator	Formalize the sequence of events for budget preparation and establish due dates.
October/November	Adopt Budget Calendar and submit to board for approval.  Identify District SY24-25 priorities.  Discussions of staffing needs, possible new curriculum programs, proposed facilities projects, out of district placements, etc.  Develop budget training materials and staff budgeting tools.  Create budget submission calendar for staff.	Board of Education/Budget Subcommittee  Superintendent  Business Administrator  Business Administrator  Business Administrator	Discussions with Administrative Council   Training sessions will include budget owners (directors, principals, supervisors), athletic director and the secretaries.
November	Provide budget owners with budget reports & forms. (prior years and year-to-date spending)  Conduct budget training sessions.  Principals, Directors, and Supervisors take inventory of supplies on hand –“standard” and “repeat” order items.	Business Administrator  Business Administrator  Principals, Directors Supervisors, Technology Director	
December 20, 2023	Preliminary District-wide draft budget for standard and reoccurring operating expenditures due.	Business Administrator	This deadline is separate from any internal deadline given by the principals for their staff. Principals may request an earlier date. Examples of standard and reoccurring items are supplies, salaries, insurance, utilities, benefits, etc.

DATE	ACTION	LEAD PERSON	COMMENT
January 16, 2024	BA will review draft non-personnel budgets and send back to budget owners for revisions, explanations if required.  Draft personnel budgets due.	Business Administrator Budget owners (i.e., principals, department heads, etc.)  Budget owners	
January	Review enrollment projections and develop personnel budget.	Business Administrator /Superintendent/Principals	Examine current staffing levels based on enrollment projections, district priorities and new programs.
February  Late February  Late February	Budget review and revisions  State School Aid figures are released to districts.  Make any necessary adjustments to budget once State aid numbers are released. Finalized draft budget.	Business Administrator, Superintendent  NJ Dept. of Education  Business Administrator	Budget can change significantly depending on actual amount of State Aid.
Late February - Early March	Budget entered into DOE software and submitted to County Executive Superintendent for approval.	Business Administrator	The Executive County Superintendent reviews the budget and certifies it for presentation to the public.
March- April	Advertise the budget in the South Jersey Times	Business Administrator	Statutory requirement to publicly advertise proposed budget. Actual date is dependent upon County approval of the budget.
April -May	Conduct the Public Hearing for the Budget  BOE approves the budget.	Board of Education/ Budget Subcommittee Superintendent Business Administrator Principals	This hearing allows the Board to obtain comments from citizens prior to finalizing and adopting the budget.
April-May	Provide SY24-25 approved budget to budget owners.	Business Administrator	
May 9, 2023*  *Tentative	Teaching staff submits SY24-25 Ed-Data POs for required school supplies and materials for upcoming school year.	Administration	Required to ensure delivery prior to the start of the school year.