

**TWP OF UNION BOARD OF EDUCATION  
FY25 PRELIMINARY BUDGET DEVELOPMENT SCHEDULE**

<b>DATE OF INITIATION</b>	<b>DISTRICT ACTION</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>COMPLETION BY DATE</b>
November 2023	System 3000 Activate for Budget Preparation	Business Administrator	November 30, 2023
November 2023	Business Administrator communicates and reviews District Budget timelines and objectives with Principals, Supervisors, and Directors	Business Administrator	November 30, 2023
November 2023	Budget Requests due from Principals, Supervisors, and Directors, Spec. Education, Assis. Superintendent, B&G, Technology (e. g. Staffing, Facility needs, programs) to Business Administrator	Business Administrator	December 1, 2023
November 2023	Administration Reviews Budget planning procedures with Finance Committee	Superintendent and Business Administrator	November 21, 2023
December 2023	Review instructional, operational, and programming Budgets request with Principals, Dept. Heads, etc.	Budget Committee (Superintendent, Business Administrator, Assist. Superintendents, Special Educational	December 5-7; Dec 11-12, 2023
January 2024	Budget Update to Finance Committee	Superintendent and Business Administrator	January 31, 2024
February 2024	State Budget Address	Governor	TBD
February 2024	Drafts of Budget for Review and feedback	Superintendent and Cabinet Team	February 28, 2024
March 2024	Budget Presentation Development	Superintendent and Business Administrator	February \ March 2024
March 2024	Financial Committee Budget Review	Superintendent and Business Administrator	March 11, 2024
March 2024	Budget Presentation to Community	Superintendent and Business Administrator	March 12, 2024
March 2024	Twp of Union BOE Adoption of Tentative Budget	Twp of Union BOE	March 19, 2024
March 2024	Submit Budget documents for County Approval	Business Administrator	TBD
April 2024	To Advertise Budget & Public Hearing	Business Administrator	TBD
April 2024	Twp of Union BOE Adoption of Tentative Budget \ Public Hearing at Bus. Meeting	Business Administrator	April 23, 2024
April 2024	Post User-Friendly Budget on District website	Business Administrator	TBD
May 2024	BOE Tax Levy Certification to County	Business Administrator	TBD

\*Dates Subject to change