

**TWP OF UNION BOARD OF EDUCATION
FY26 PRELIMINARY BUDGET DEVELOPMENT SCHEDULE**

DATE OF INITIATION	DISTRICT ACTION	PERSON(S) RESPONSIBLE	COMPLETION BY DATE
November 2024	System 3000 Activate for Budget Preparation	Business Administrator	November 30, 2024
November 2024	Business Administrator communicates and reviews District Budget timelines and objectives with Principals, Supervisors, and Directors	Business Administrator	November 30, 2024
November 2024	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	November 27, 2024 Noon
November 2024	Administration Reviews Budget planning procedures with Finance Committee	Superintendent and Business Administrator	November 11, 2024
December 2024	Review instructional, operational, and programming Budgets request with Principals, Dept. Heads, etc.	Budget Committee (Superintendent, Business Administrator, Assist. Superintendents, Special Educational Director, Technology Director, Director of Grant)	December 3,5, 2024 Dec 9,10,12,16, 2024
January 2025	Budget Update to Finance Committee	Superintendent and Business Administrator	January 31, 2025
February 2025	State Budget Address	Governor	TBD
February 2025	Drafts of Budget for Review and feedback	Superintendent and ELT (Exec. Leadership Team)	February 28, 2025
March 2025	Budget Presentation Development	Superintendent and Business Administrator	February \ March 2025
March 2025	Financial Committee Budget Review	Superintendent and Business Administrator	March 10, 2025
March 2025	Budget Presentation to Community	Superintendent and Business Administrator	March 11, 2025
March 2025	Twp of Union BOE Adoption of Tentative Budget	Twp of Union BOE	March 18, 2025
March 2025	Submit Budget documents for County Approval	Business Administrator	TBD
April 2025	To Advertise Budget & Public Hearing	Business Administrator	by April 24, 2025
April 2025	Twp of Union BOE Adoption of Final Budget \ Public Hearing at Bus. Meeting	Business Administrator	April 29, 2025
April 2025	Post User-Friendly Budget on District website	Business Administrator	TBD
May 2025	BOE Tax Levy Certification to County	Business Administrator	TBD

**Dates Subject to change*