



Newark Board of Education

Roger León, Superintendent

Where Passion Meets Progress

DATE ISSUED: DECEMBER 4, 2024

**TO: PRINCIPALS
DEPARTMENT HEADS**

SUBJECT: BUDGET CALENDAR FY 2025-2026

<u>SCHOOL BASED BUDGETS</u>	<u>TIMELINES</u>
Budget Planning and Discussions with Superintendent, SBA, and Leadership Team	November 25, 2024
Principals are trained on the Budget Process at the Superintendent's Conference	December 4, 2024
Activate SLC Budget Committee	December 5 – January 10, 2025
Review School Allocations with Assistant Superintendents	December 11, 2024
My Budget File Training	December 12, 2024
Rosters and Budgets are released via My Budget File	December 16, 2024
Rosters and Preliminary Budgets are due	January 10, 2025
Preliminary Budget Reviews with Supt, SBA, BOE and Principals	January 21 – Feb 10, 2025
Community Budget Meetings	January 22 – Feb 17, 2025
Final changes to the budget are due	February 19, 2025
Budget Department adjusts and enters Preliminary Budgets in the DOENET	February 24 – 28, 2025
Budget Committee Reviews	Jan 16, Feb 6 & Feb 26-28, 2025
School Budgets submitted to the State	March 6, 2025
Public Budget Hearing	March 26, 2025

<u>CENTRAL OFFICE BUDGETS</u>	<u>TIMELINES</u>
My Budget File training	December 12, 2024
Budgets are released via My Budget File	December 16, 2024
Preliminary Budgets are due	January 3, 2025
Preliminary Budget Reviews with Supt, SBA, Budget Office	January 6-13, 2025
Budget Department adjusts and enters Preliminary Budgets in the DOENET	February 24 – 28, 2025
Budget Committee Reviews	Jan 16, Feb 6 & Feb 26-28, 2025
District-Wide Budget submitted to the State	March 6, 2025
Public Budget Hearing	March 26, 2025

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 Originating Office: Office of Budget
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