



**THE NEWARK BOARD OF EDUCATION  
NEWARK, NEW JERSEY 07102-3091**

**Roger Leon  
Superintendent**

**2021-2022**

**TO: PRINCIPALS  
DEPARTMENT HEADS**

**SUBJECT: BUDGET CALENDAR FY 2022-2023**

<u>SCHOOL BASED BUDGETS</u>	<u>TIMELINES</u>
Preliminary Budget Planning and Discussions with Supt, Deputy Supt, Asst. Supt and SBA	December 1-3, 2021
Review School Allocations with Deputy Supt and Assistant Superintendents	December 20, 2021
Principals are trained on the Budget Process at the Superintendent's Conference	December 15, 2021
My Budget File Training	December 20, 2021
Rosters sent and Budgets are released via My Budget File	December 21, 2021
WSF Budget Templates available in P drive to the Principals	
Rosters and Preliminary Budgets are due back from the schools	January 7, 2022
Preliminary Budget Reviews with Supt, Deputy Supt, Asst. Supt, SBA, BOE and Principals	January 18 – Feb 10, 2022
Community Budget Meetings	January 20 – Feb 14, 2022
Final changes to the budget are due	February 14, 2022
Budget Department adjusts and enters Preliminary Budgets in the DOENET	February 14 – 18, 2022
Budget Committee Reviews	Jan 20, Feb 10, Feb 23, Feb 25 & Feb 28
School Budgets submitted to the State	March 4, 2022
Public Budget Hearing	March 23, 2022

<u>CENTRAL OFFICE BUDGETS</u>	<u>TIMELINES</u>
My Budget File Training	December 9, 2021
Budgets are released via My Budget File	December 13, 2021
Preliminary Budgets are pulled back	January 3, 2022
Preliminary Budget Reviews with Supt, Deputy Supt, Asst. Supt., SBA, Budget Office	January 10-14, 2022
Budget Department enters Preliminary Budget Data in the DOENET	February 14 – 18, 2022
Budget Committee Reviews	Jan 20, Feb 10, Feb 23, Feb 25 & Feb 28
District-Wide Budget submitted to the State	March 4, 2022
Public Budget Hearing	March 23, 2022

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