



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

**Roger León
Superintendent**

2023-2024

**TO: PRINCIPALS
DEPARTMENT HEADS**

SUBJECT: BUDGET CALENDAR FY 2024-2025

Revised 12/08/2023

<u>SCHOOL BASED BUDGETS</u>	<u>TIMELINES</u>
Preliminary Budget Planning and Discussions with Superintendent, SBA, and Leadership Team	November 30, 2023
Principals are trained on the Budget Process at the Superintendent's Conference	December 6, 2023
Activate SLC Budget Committee	December 7, 2023 - January 11, 2024
Review School Allocations with Assistant Superintendents	December 13, 2023
My Budget File Training	December 14, 2023
Roster and Organizational Chart are due	December 18, 2023
Budgets are released via My Budget File	December 18, 2023
Schools submit Preliminary Budget	January 12, 2024
Preliminary Budget Reviews with Supt, SBA, BOE and Principals	January 22 - Feb 16, 2024
Community Budget Meetings	January 23 - Feb 19, 2024
Final changes to the Budget are due	February 20, 2024
Budget Department adjusts and enters Preliminary Budgets in the DOENET	February 22 - March 1, 2024
Budget Committee Reviews	Jan 18, Feb 8 & Feb 22 - 26, 2024
School Budgets submitted to the State	March 6, 2024
Public Budget Hearing	March 27, 2024

<u>CENTRAL OFFICE BUDGETS</u>	<u>TIMELINES</u>
My Budget File training	December 14, 2023
Budgets are released via My Budget File	December 18, 2023
Preliminary Budgets are due	January 5, 2024
Preliminary Budget Reviews with Supt, SBA, Budget Office	January 8 - 12, 2024
Budget Department adjusts and enters Preliminary Budgets in the DOENET	February 22 - March 1, 2024
Budget Committee Reviews	Jan 18, Feb 8 & Feb 22 - 26, 2024
District-Wide Budget submitted to the State	March 6, 2024
Public Budget Hearing	March 27, 2024

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