

**Rockaway Borough Board of Education**  
**Office of the Business Administrator/Board Secretary**

**Budget Calendar for the  
Annual School District Budget**

<u>Date(s)</u>	<u>Action</u>	<u>Responsibility</u>
Nov & December	Budget Parameters Discussed	Administrative Team
December	Budget Parameters Discussed and set	Board of Education
January	Preliminary Individual Department Budgets Submitted to CSA & BA for consideration (Needs & Wants Identified via 1 on 1 meetings)	Administrative Team BA & CSA
February	Compile preliminary budget	BA & CSA
February BOE Mtg	Discuss new initiatives/positions with Board	Board/BA & CSA
Late February	Governor's Budget Address & Release of State Aid figures	BA
Early March	Finalize preliminary budget by meeting with individual admins.	BA & CSA/Administrative Team
March BOE Mtg	Board approves preliminary budget after reviewing budget booklet. Budget is submitted to NJDOE county office for review & approval	Board/BA & CSA
Late Mar - April	Prepare PowerPoint for Public Budget Hearing (final update of budget with any late breaking information or change)	BA & CSA
1 <sup>st</sup> Week in May	Public Hearing of Budget & Final Adoption	Board/CSA & BA