



## Alloway Township School District

*Tentative Budget Development Calendar*  
*2024-2025 School Year*  
(subject to change)

<u>DATE</u>	<u>2024-2025 School Year BUDGET</u>
October 24, 2023	Budget calendar (tentative) is reviewed with the Board of Education
November – December	Begin collecting next year budget information
December	Distribute budget request forms to Staff
December	Business Administrator meets with Facility Manager and Technology Support personnel to review respective needs (facility, maintenance, safety & security, technology hardware/equipment, devices, etc.)
December – March	District Administration meetings held to develop budget (areas include staffing, student placement recommendations, enrollment projections, etc.) (meetings held as needed)
January 31, 2024	Budget requests due to Board Office
January – February	Business Administrator incorporates other costs into proposed budget (areas include staff salaries and benefits, district insurances, transportation (regular and special ed.), leases, debt service, etc.)
January – March	Chief School Administrator and Business Administrator meet with Board Finance Committee

<u>DATE</u>	<u>2024-2025 School Year BUDGET</u>
February	Preliminary budget discussion at Regular Board of Education meeting
March	Governor's Budget Address – State Aid figures released (normally two days after Address)
March	Budget adoption at Regular Board of Education meeting
March	Submission of tentative budget to Executive County Superintendent
April/May	Public Hearing and final adoption of budget
May	Begin setting up purchase orders for new school year

*Board of Education Approval: October 24, 2023*