

TRENTON BOARD OF EDUCATION

“Children come first, Los niños son primero”

Ronald C. Lee
Interim Superintendent



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BUDGET CALENDAR FOR 2020-21 SCHOOL YEAR

July

Constitutes the beginning of the fiscal year
Develop financial projections and present to Superintendent
Close June 2019 Board Secretary & Treasurer Report; Prepare estimated fund balance for the 2018-19 school year

August

June Board Secretary /Treasurer Report due to the County Office on August 1st

October

Review budget calendar with Operations Committee
Distribute budget guidance to Leadership Team
Start conversations about non-negotiable staff, possible reductions, reallocation of staff, program & course eliminations/additions
Start conversations to determine maintenance projects for 2020-21 school year
Start conversations on the movement of grade configurations throughout the District

November

Develop enrollment projections by November 1st
Meet with Special Education, Bilingual, Human Resources, Curriculum, Performance & Accountability to provide guidance and assistance on 2020-21 budget
Meet with School Support to provide guidance and assistance on 2020-21 budget
Distribute purchasing freeze letter to all District employees
Preliminary budgets are due from Leadership Team on November 30th

December

Present Budget/Instructional Guidance to Principals
Annual Audit is presented to Finance Committee, discussed and adopted at December Board meeting
Public Presentation of FY20 Audit at December Board meeting
Present Tentative Budget to Board Operations Committee
Ensure all general fund requisitions have been received by the Purchasing Department
School budgets are due from Principals by February 5th

January

Present preliminary budget for full Board in Executive Session—this report significantly guides future budget and program decisions for the 2020-21 school year

Review cash flow projections to determine if short-term borrowing will be necessary prior to the end of the fiscal year

Ensure all grant fund requisitions have been received by the Purchasing Department

Start conversations on Request for Proposals/Bids

Principals will meet with staff to prepare budgets

School budgets are due from schools by February 5th

February

Board approves Request for Proposals/Bids for 2019-20 school year

Superintendent/Leadership Team meet with principals to discuss budgets (February 10th – 14th)

Budget revisions (February 17th – 21st)

Budgets are entered into State Doe Net

Governor's Address

Prepare cash flow for summer work (ESY, summer school etc.)

March

Budget submission is adopted by Board

Budget submitted to County Office for approval

Board approval of Budget (Budget presentation)

Human Resources/Business Office begin meeting with unions and staff on reductions and additions

Prepare projects for inclusion in the 2020-21 Capital Project Budget

Board of School Estimate Meeting/Public Hearing

April

Meet with Principals concerning summer maintenance projects

Continued conversations with unions and staff on placements

May

Board approves Request for Proposals/Bids for goods or services needed for the 2019-20 school year

Board approves staff re-appointments

June

Staff shall prepare general fund requisitions for processing of goods and services for the upcoming school year

Continued conversations with unions and staff on placements and reassignments

