



NEW HAVEN PUBLIC SCHOOLS

FY 2022-23 Budget Development Calendar

DRAFT

<u>Action</u>	<u>Person Responsible</u>	<u>Due Date</u>
Full time staff rosters sent to Principals and other leaders for review	Finance Office	Complete
Budget process overview for Principals and Administrators at Superintendent's meeting - provide sample budget tools	Finance Office	December 8, 2021
Budget discussions with Principals and Executive Team - ZOOM	Finance Office/ELT	December 15, 20,21, 2021
Updated staff rosters sent back to Finance office forwarded to HR for updates	Schools/ELT	Complete
Non-staff budget templates sent to Principals and Administrators	Finance Office	In progress
Preliminary budgets due from schools and departments	Schools/Department	January 10, 2022
Internal budget reviews with Principals and Administrators	Schools/Superintendent/ELT	TBD
Provide budget update to Principals and Administrators at the Superintendent's Meeting	Finance Office/ELT	January, 2022
Budget revisions due from schools and departments	Schools/Departments	January 14, 2022
First draft of budget compiled	Finance Office	Week of January 24, 2021
Budget Presentation to Finance and Operations Committee	Superintendent/CFO	TBD
Presentation to the Board of Education	Superintendent/CFO	TBD
First Community Forum on Budget	BOE/CFO/Superintendent	February, 2022
BOE Special Meeting on Budget	BOE/CFO/Superintendent	February, 2022
Review and adjust budget per Special Meeting	Superintendent/Finance Office	February, 2022
Superintendent's recommended budget presented to the Board of Education for approval	Superintendent/CFO	February, 2022
Budget Hearing Board of Alders Finance Committee	Superintendent/CFO	TBD - April
Board of Education adoption of Final 2023 Budget	Superintendent/BOE	TBD - May