

HAMPTON TOWNSHIP SCHOOL DISTRICT

2021-22 BUDGET CALENDAR

DATE	ACTIVITY	INVOLVEMENT	RESPONSIBILITY
October 2020	Prior Year Bid Lists Distributed to the Buildings for updates	Director of Administrative Services, Administrators, Staff, Business Office	Director of Administrative Services
October 2020	Budget Calendar Established	Superintendent, Director of Administrative Services	Director of Administrative Services
November 2020	2021-22 Bid Lists Updated and Returned from the Buildings	Director of Administrative Services, Business Office	Director of Administrative Services
November 2020	Memo to all Administrators requesting 2021-22 budget needs and material changes to needs.	Superintendent, Director of Administrative Services	Director of Administrative Services
November 2020	Budget Information, Instructions Distributed to Administrators	Superintendent, Director of Administrative Services, Administrators	Superintendent, Director of Administrative Services
January 11, 2021 (WORK SESSION)	Planning Document and 2021-22 Proposed Preliminary Budget are Reviewed with the Board	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
January 18, 2021 (VOTING MEETING)	Consideration of Act 1 Resolution to not raise taxes above the Act 1 Index or decision to proceed with “early” budget adoption.	School Board, Superintendent, Director of Administrative Services	School Board
January 18, 2021 (VOTING MEETING)	Consideration to adopt “early” 2021-22 proposed preliminary budget (if applicable)	School Board, Superintendent, Director of Administrative Services	School Board
Prior to January 28, 2021	Submit Resolution and PDE form to the Department of Education for “not to exceed resolution.” (if applicable)	Director of Administrative Services / Manager of Accounting	Director of Administrative Services
January 28, 2021	Deadline to advertise notice of intent to adopt “early” 2021-22 proposed preliminary budget (if applicable)	Director of Administrative Services / Manager of Accounting	Director of Administrative Services

Dates in Bold – Represent School Board meeting dates with budget information and / or School Board voting items

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January 28, 2021	Deadline to adopt 2021-22 “early” proposed preliminary budget (if applicable)	School Board, Superintendent, Director of Administrative Services	School Board
January 29, 2021	Supply Bid Lists are Reviewed and prepared for Mailing	Business Office	Director of Administrative Services
February 12, 2021	Budget Documents and Budget Request Forms Due to Superintendent	Administrators	Administrators
February 15 – February 26, 2021	Administrators Meet and Discuss Budget Requests with Superintendent	Superintendent, Administrators, Director of Administrative Services	Superintendent
February 26, 2021	Preliminary Staffing Levels are due to the Superintendent	Superintendent, Principals	Superintendent
February 26, 2021	Bids Due Back from Vendors	Business Office	Director of Administrative Services
March 1-5, 2021	Staffing Levels are reviewed by the Superintendent and Principals	Superintendent, Principals	Superintendent
March 8 – March 31, 2021	Preliminary Budget #1 is prepared by Director of Administrative Services and reviewed with Superintendent	Superintendent, Director of Administrative Services	Superintendent, Director of Administrative Services
April 12, 2021 (Work Session) or April 19, 2021 (Voting Meeting)	Preliminary Budget #1 is reviewed at Work Session or Voting Meeting	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Svc.
April 26, 2021	Preliminary Budget #2 is reviewed at Special Budget Meeting	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
April 27 – April 30, 2021	Proposed Final Budget is prepared by Director of Administrative Services and reviewed with Superintendent	Superintendent, Director of Administrative Services	Superintendent, Director of Administrative Services

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DATE	ACTIVITY	INVOLVEMENT	RESPONSIBILITY
May 3, 2021	State gaming property tax reduction distribution amount (if any) announced by state and incorporated into budget	Superintendent, Director of Administrative Services, PA Dept of Education	Superintendent, Director of Administrative Services
May 3, 2021 (Work Session)	Proposed Final Budget is reviewed at Work Session	School Board, Superintendent, Director of Administrative Services	School Board
May 10, 2021 (Voting Meeting)	Proposed Final Budget is submitted for Board approval at Voting Meeting	School Board, Superintendent, Director of Administrative Services	School Board
May 10, 2021	Supply bids Awarded at Voting Meeting	School Board, Director of Administrative Services, Business Office	School Board
May 11, 2021	Proposed Final Budget is advertised for Public Inspection	Director of Administrative Services	Director of Administrative Services
June 7, 2021	Estimated 2020-21 Results and Projected June 30, 2021 Ending Fund Balance are reviewed with the Board	Director of Administrative Services	Director of Administrative Services
June 7, 2021	Final Budget is reviewed at Work Session	School Board, Superintendent, Director of Administrative Services	School Board, Superintendent, Director of Administrative Services
June 14, 2021	Final Budget is submitted for Board approval at Voting Meeting	School Board, Superintendent, Director of Administrative Services	School Board
July 1, 2021	2021-22 Real Estate Tax Bills are distributed	Tax Collector, Director of Administrative Services	Director of Administrative Services
Prior to July 15, 2021	Board Adopted Budget is submitted to PDE	Manager of Accounting	Director of Administrative Services

Additional Work Sessions for the Budget will be scheduled in May or June if necessary.

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