

**PARAMUS PUBLIC SCHOOLS
2023-2024 BUDGET & ELECTION CALENDAR**

✓	Date	Description
	Oct 10	Finance Committee Meeting - Board reviews Budget Parameters & Calendar
	Oct 17	Regular Board Meeting- Board adopts Budget Parameters & Calendar
	Oct 19	Administrative Council Meeting – Review of budget process and expectations
	Nov 3	Budget software & purchasing training
	Nov 14	Finance Committee Meeting – Budget update
	Nov 23	Budget managers complete budget justifications.
	Dec 2	Ed Data ordering available on web: www.ed-data.com
	Dec 5	Finance Committee Meeting – Budget Update
	Dec 6-17	Budget walkthrough with Principals, B&G, Security & Technology
	Dec 12	Regular Board Meeting
	Jan. 3 - 13	Budget review and refinement.
	Jan. 4	Board Reorganization Meeting – President appoints committees
	Jan. 17	Finance & Budget Committee Meeting – Budget Update
	Jan 23	Regular Meeting
	Feb. 6	Finance & Budget Committee Meeting – Budget Update
	Feb. 13	Regular Meeting
	March TBD	Governor’s Budget Message
	March 6	Finance & Budget Committee Meeting – Budget Review
	March TBD	State Aid Figures Released – two days after budget message
	March TBD	Final date for teachers to submit Ed-Data requisitions
	March 10	Budget Packet prepared for distribution to Board in preparation for meeting.
	March 13	Regular Board Meeting – Approval of Tentative Budget
	March 24	Building level administrative approval of Ed-Data requisitions
	March 20	Last day to submit Tentative Budget to Executive County Superintendent (ECS)
	April 28	Business Administrator approves of Ed-Data requisitions
	April 17	Finance & Budget Committee Meeting – Budget update
	April 24	Regular Meeting

	April 26	Publish advertised budget for budget hearing (min. four days prior to hearing)
	May 1	Regular Meeting/Public Budget Hearing - Approval of Final Budget
	May 3	Submit budget statement to ECS & Post User-Friendly Budget on website.
	May 19	Last day to certify tax levy amount to the County Board of Taxation