



Matawan-Aberdeen Regional School District
Office of the School Business Administrator/Board Secretary

Joseph G. Majka, J.D.
Superintendent of Schools

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Alex Ferreira
School Business Administrator/
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2019/20 BUDGET CALENDAR

<u>Month</u>	<u>Task</u>
December	Review audit and budget goals with Superintendent and Board of Education
	Approve budget calendar
	Admin Council 'concept' meeting
	Budget Managers meet with staff and district administration to perform needs assessment
	Business Office begins review of contractual needs and projections
January	Board of Education reorganization meeting
	Budget Managers submit budgets to Business Office via accounting system
	Budget Managers meet with district administration
	District administration reviews draft budget
February	District administration reviews draft budget
	Discussion with Board on tentative budget
	Governor's budget address and release of state aid
March	District administration reviews draft budget
	Discussion with Board on tentative budget
	Submission of tentative budget to NJDOE County Office
April	NJDOE County office budget review
	Advertise budget for public hearing
	Public hearing and adoption of final budget by Board of Education
	Posting of user friendly budget
May	Certification of tax levy
	Submission of final budget to NJDOE County Office