

TWP OF UNION BOARD OF EDUCATION FY27 PRELIMINARY BUDGET DEVELOPMENT SCHEDULE

DATE OF INITIATION	DISTRICT ACTION	PERSON(S) RESPONSIBLE	COMPLETION BY DATE
November 2025	System 3000 Activate for Budget Preparation	Business Administrator	November 30, 2025
November 2025	Business Administrator communicates and reviews District Budget timelines and objectives with Principals, Supervisors, and Directors	Business Administrator	November 30, 2025
November 2025	Budget Requests due from Principals, Supervisors, and Directors, Spec. Education, Assis. Superintendent, B&G, Technology (e. g. Staffing, Facility needs, programs) to Business Administrator	Business Administrator	November 21, 2025 Noon
November 2025	Administration Reviews Budget planning procedures with Finance Committee	Superintendent and Business Administrator	November 11, 2025
December 2025	Review instructional, operational, and programming Budgets request with Principals, Dept. Heads, etc.	Budget Committee (Superintendent, Business Administrator, Assist. Superintendents, Special Educational Director, Technology Director, Director of Grant)	December 2, 4, 2025 Dec 8, 2025
January 2026	Budget Update to Finance Committee	Superintendent and Business Administrator	January 30, 2026
February 2026	State Budget Address	Governor	TBD
February 2026	Drafts of Budget for Review and feedback	Superintendent and ELT (Exec. Leadership Team)	February 27, 2026
March 2026	Budget Presentation Development	Superintendent and Business Administrator	February \ March 2026
March 2026	Financial Committee Budget Review	Superintendent and Business Administrator	March 10, 2026
March 2026	Budget Presentation to Community	Superintendent and Business Administrator	March 10, 2026
March 2026	Twp of Union BOE Adoption of Tentative Budget	Twp of Union BOE	March 17, 2026
March 2026	Submit Budget documents for County Approval	Business Administrator	TBD
April 2026	To Advertise Budget & Public Hearing	Business Administrator	by April 23, 2026
April 2026	Twp of Union BOE Adoption of Final Budget \ Public Hearing at Bus. Meeting	Business Administrator	April 30, 2026
April 2026	Post User-Friendly Budget on District website	Business Administrator	TBD
May 2026	BOE Tax Levy Certification to County	Business Administrator	TBD

**Dates Subject to change*