TWP OF UNION BOARD OF EDUCATION
FY28 PRELIMINARY BUDGET DEVELOPMENT SCHEDULE

DATE OF INITIATION	DISTRICT ACTION	PERSON(S) RESPOSIBILE	COMPLETION BY DATE	
November 2026	System 3000 Activate for Budget Preparation	Business Administrator	November 3, 2026	x
November 2026	Business Administrator communicates and reviews District Budget timelines and objectives with Principals, Supervisors, and Directors	Business Administrator	November 30, 2026	x
November 2026	Budget Requests due from Principals, Supervisors, and Directors, Spec. Eucation, Assis. Superintendent, B&G, Technology (e. g. Staffing, Facilitity needs, programs) to Business Administrator	Business Administrator	November 20, 2026 Noon	x
November 2026	Administration Reviews Budget planning procedures with Finance Committee	Superintendent and Business Administrator	November 10, 2026	x
December 2026	Review instructional, operational, and programming Budgets request with Principals, Dept. Heads, etc.	Budget Committee (Superintendent, Business Administrator, Assist. Superintendents, Special Eductional Director, Technology Director, Director of Grant)	December 1, 3,2026 Dec 7, 2026	
January 2027	Budget Update to Finance Committee	Superintendent and Business Administrator	January 30, 2027	
February 2027	State Budget Address	Governor	TBD	
February 2027	Drafts of Budget for Review and feedback	Superintendent and ELT (Exec. Leadership Team)	February 26, 2027	
March 2027	Budget Presentation Development	Superintendent and Business Administrator	February \ March 2027	
March 2027	Financial Committee Budget Review	Superintendent and Business Administrator	March 9, 2027	
March 2027	Budget Presentation to Community	Superintendent and Business Administrator	March 9, 2027	
March 2027	Twp of Union BOE Adoption of Tentative Budget	Twp of Union BOE	March 16, 2027	
March 2027	Submit Budget documents for County Approval	Business Administrator	TBD	
April 2027	To Advertise Budget & Public Hearing	Business Administrator	by April 20, 2027	
April 2027	Twp of Union BOE Adoption of Final Budget \ Public Hearing at Bus. Meeting	Business Administrator	April 20, 2027	
April 2027	Post User-Friendly Budget on District website	Business Administrator	TBD	
May 2027	BOE Tax Levy Certification to County	Business Administrator	TBD	

**Dates Subject to change*