



New Jersey School Boards Association

School Budget Planner for Board Members

• M A R C H •

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13 Preliminary budget to county superintendent	14	15	16	17
18	19	20	21	22 Deadline for public hearing notice (through March 25)	23	24
25 Last day to finalize budget prior to public hearing Earliest date for public hearing on proposed budget	26	27	28	29 Last day for public hearing on proposed budget	30 Last day to adopt proposed budget for submission to voters	31 10 a.m. deadline to submit ballot question(s) to county clerk

March 13

Deadline for districts to prepare an itemized budget and submit it to the county superintendent.

March 22-25

Notice of public hearing on the proposed budget must be published at least four days in advance of the hearing.

The notice and the budget summary statement must appear in a newspaper published in the school district. If no newspaper is published in the district, the notice and budget summary statement must appear in a newspaper that circulates in the district.

March 26

Last date for board to finalize its proposed budget to reflect county superintendent review and to present the budget for public hearing. *(If the board finalizes the proposed budget on this date, it must conduct the public hearing no earlier than March 29.)*

March 26-29

Public hearing on the proposed budget.

March 30

Last day to adopt proposed budget in advance of the April 17 Annual School Election.

March 31

10 a.m. deadline for submitting public question(s) to the county clerk for placement on the April 17 school election ballot.



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Questions Board Members Should Ask About their 2007-2008 School Budgets

Most school districts will receive an increase in state aid this year. However, a bill now awaiting the governor's approval—the new tax levy cap law—would have an equal or stronger impact on school budgets.

In anticipation of the bill's enactment, the state Department of Education has adjusted the school election/budget calendar. The Annual School Election will still take place on April 17. However, the deadline for submitting preliminary budgets to the county superintendent has been pushed back to March 13. Also adjusted are other dates in the budget development process.

NJSBA has sent information to board presidents detailing critical **provisions of the new cap law**. Visit the "What's New" section of www.njsba.org to view the document. School board members should become familiar with these provisions. At right are questions school board members should ask during the budget process.

SURPLUS

- What was the amount of our 2005-2006 audited surplus?
- Were we above the allowable 2 percent of surplus? If so, what was the amount?
- How was it used in the 2007-2008 budget?
- Is it being used as tax relief, or to adjust our allowable spending?

ADJUSTMENTS

- Did we have a spending growth limitation adjustment for enrollment in the past?
- What was our enrollment increase in last year's budget?
- How are we affected by the new enrollment adjustment?
- Did we have "banked cap" from the 2006-2007 budget? (Under cap banking a school district that budgeted below its cap one year can add the unused portion to the subsequent year's budget cap.)
- Were we expecting to use 2006-2007 banked cap in 2007-2008?
- How much banked cap did we lose?
- Does the district qualify for any other adjustments?

STATE AID

- What was the increase in state aid to our district? What percentage of an increase was it?
- Did we receive additional state aid based on our at-risk student population?
- If yes, where was that money applied?
- Are there any reoccurring expenses that may cause the district concern next year if we do not receive at-risk aid again?
- How is the cap calculation on tax levy calculated? How much is it?

SECOND QUESTIONS

- Have we given thorough consideration to the use of second questions for the 2007-2008 budget? (*In considering this question, be aware that, starting next year, approval of second questions will require a super-majority, 60 percent, of voters.*)
- If we do not include a second question as part of the preliminary budget, are we precluded from including it in the final adoption?
- Does our ballot this year have the required language for the second question that keeps the expenditure as part of our base budget for subsequent years?
- What is the appeal process if the second question fails?

Visit www.njsba.org for updates on state aid and school budget development.