

EAST PENN SCHOOL DISTRICT

2024-2025 BUDGET TIMELINE

Budget Planning and Preparation

October 13, 2023	The Business Office will distribute budget worksheets and budget allocations to central office and building leaders
October 27, 2023	Teachers and department chairs submit non-technology requisitions to the appropriate administrator. Principals submit building maintenance requests to the Facilities Director
November 10, 2023	Deadline for Building and CO leaders to submit budgets and priority requests.
*November 13, 2023	Adoption of an “opt out” resolution indicating the District will not raise the rate of any tax by more than its Act 1 index (6.2% for 2024-2025)
November 30, 2023	Meetings to review priority requests 10:30 am Secondary leaders with CO leaders 12:00 pm Elementary leaders with CO leaders
December 5, 2023	CO leaders will meet to review, discuss, and rank all priority requests.
January 25, 2024	Cabinet presentation – budget overview for leaders

Preliminary Budget Process *(not required if an “opt out” resolution is adopted)*

January 2, 2024	Place the Proposed Preliminary Budget on display for public inspection ¹
January 12, 2024	Give public notice of intent to adopt the Preliminary Budget ¹
*January 22, 2024	Adoption of the Preliminary Budget ¹
January 29, 2024	Preliminary Budget must be submitted to PDE ¹
February 1, 2024	Deadline to publish notice of intent to file for Act 1 exceptions ¹
February 8, 2024	Deadline to seek PDE approval for Act 1 exceptions ¹

¹ Task is not completed if an “opt out” resolution is adopted on or before January 4, 2024.

* School Board Meeting

Final Budget Process

- *April 22, 2024 Adoption of the Proposed Final Budget. It must then be made available for public inspection 20 days prior to final adoption and notice of intent must be made 10 days prior to final adoption

- May 21, 2024 Place the Proposed Final Budget on display for public inspection

- May 31, 2024 Give public notice of intent to adopt the Final Budget

- *June 10, 2024 Adoption of the Final Budget

- * School Board Meeting