

## MARLBOROUGH BOARD OF EDUCATION FY 2023-24 BUDGET DEVELOPMENT TIMELINE

DATE	TASK/TOPIC
September 22, 2022	Board of Education receives and adopts Budget Guiding Principles, Budget Assumptions and Timeline
October 3, 2022	Department budget requests process begins
October 11, 2022	Principal presents budget guiding principles and timeline to MES faculty/staff at October staff meeting
October 19, 2022	Board of Education and the Superintendent attends the Board of Finance Budget Kickoff Meeting to establish goals and objectives
October 21, 2022	Department budget requests submitted to building administrators
October 27, 2022 7:00PM	Board Community Forum prior to Budget Development
November-December 2022	Opportunities for public input on budget
November 1-4 2022	Building administrators review budget requests and assumptions with Finance Assistant and Superintendent
November 14, 2022	Building Principal submits budget to Superintendent based on budget assumptions adopted by the Board
November 28 – December 2, 2022	Building administrators review budget with Superintendent and Finance Assistant and prepare Superintendent's budget to present to the Board
January 26, 2023	Board of Education receives Superintendent's Proposed Operating Budget and Capital Plan and posts budget on website; Board conducts line item analysis of the Superintendent's Proposed Operating Budget
February 9, 2023 6:00PM	Special Meeting as Board of Education reviews the Proposed Operating and Capital Budgets; Board of Education adopts the FY 2023-24 Board of Education budget
February 16, 2023 7:00 PM	Superintendent and Board present the Board's Adopted Operating and Capital Plan Budgets to the Board of Finance. BOF meeting to be held in the MES Library.
March 16, 2023 7:00PM	Superintendent and Board of Education transmits the FY 2023-24 Adopted Operating and Capital Plan Budgets to the Board of Finance. BOF meeting to be held in the MES Library.
April 4, 2023	Board of Finance finalizes town and school budgets
Date TBD	Board of Education meets to discuss and make decisions following Board of Finance budget action
April 17, 2023	Town of Marlborough Public Hearing on FY 2023-24 budgets. Meeting to be held in the MES Cafeteria.
May 1, 2023	Second Town of Marlborough Public Hearing on FY 2023-24 budgets. Meeting to be held in the MES Cafeteria.
May 2, 2023	Town of Marlborough Referendum on FY 2023-24 budget. Voting takes place in the MES Community Room.
Date TBD	Board of Education votes to adopt final FY 2023-24 budget

- 1. Additional meetings may be scheduled following any action by the Board of Finance**
- 2. The timeline is based on the Charter so that the Board of Finance receives the Board of Education budget at least 60 days before the first public hearing.**

**January 26, 2023 Line Item Analysis**  
*(February 9, 2023 continued, if necessary)*

- 100 Account – Personnel**
  - 111 Certified Personnel
  - 111 Support Activities
  - 112 Non-Certified Personnel
- 200 Account – Employee Benefits**
- 300 Account – Purchased Professional Services**
  - 310 Official/Administrative Services
  - 320 Professional Educational Services
  - 330 Staff Development Services
  - 340 Other Professional Services
- 400 Account – Purchased Property Services**
  - 410 Utility Services
  - 420/430 Contracted Services
- 500 Account – Other Purchased Services**
  - 510 Student Transportation
  - 520 Liability/Property Insurance
  - 561 Magnet Schools Tuition
  - 562 Out-of-District Placement
  - 590 Other Purchased Services
- 600 Account – Supplies and Materials**
  - 611 Instructional Supplies
  - 613 Custodial/Maintenance Supplies
  - 620 Heating Oil
  - 621 Propane Gas
  - 627 Transportation Supplies
  - 641 Textbooks
  - 642 Library Books
  - 690 Other Supplies
- 700 Account – Capital Outlay**
  - 730 New Instructional Equipment
  - 739 Replace Instructional Equipment
  - 740 Capital Projects
- 800 Account – Other Objects**
  - 810 Professional Dues/Fees
  - 890 Meetings/Conferences
- 900 Account – Other Items**