

MOUNT HOLLY TOWNSHIP
SCHOOL DISTRICT
Mt. Holly, New Jersey



2024-2025

BUDGET HANDBOOK

2023 – 2024 BUDGET CALENDAR

DATE	TOPIC	RESPONSIBLE PARTY(IES)	NOTES
10/18/2023	Board of Education Meeting	Board/SBA/Supt	Regular Board meeting to approve the budget calendar for the upcoming 2024-25 school year.
10/19/2023	Budget Handbook to Admin Team	Business Administrator /Superintendent	Budget handbook and approved calendar distributed to Admin Team & Technology
11/8/2023	Planning Meeting	Superintendent/SBA/Others per Superintendent	Meet to discuss educational and operational goals for the district.
11/15/2023	BOE Work session Meeting	Supt/SBA/BOE	Supt. & SBA will go over administratively set goals for the 2024 - 25 school year and discuss for Board input.
12/01/2023	Request for Technology, Facilities, Personnel, and Professional Development due to the budgeting department head.	Principals, Director of Curriculum, Director of Equity, Supervisor of Spec. Services, Buildings and Grounds, and Technology	Request (Attachments A-E) submitted to: Tech Dept., Supervisor of B&G, Director of Curriculum-Prof. Dev., Superintendent & Business Administrator
12/13/2023	Board discussion on 24-25 budget goals	Board of Education, Superintendent, Business Administrator	Budget goals and tax levy to be discussed
December 2023	One to One Budget Meetings with Business Administrator and Superintendent	Admin Team and Technology	Schedule a meeting with BA and Superintendent to discuss needs or concerns
12/31/2023	Principals, Director of Curriculum, Supervisor of Spec. Services, Director of Equity, Buildings & Grounds, and Technology Budgets due to the Superintendent and SBA	Admin Team and Technology	All Budget needs and preliminary personnel assignments for the 2024-2025 SY should be entered into Systems 3000 for Superintendent and Business Administrator to review.
12/31/2023	Close remote budget access to all users	Business Administrator	Budget access will end
January 2024	1 st Draft of Budget to Superintendent	SBA	1 st draft to be submitted to the Superintendent in proper form. Should include best guess of revenue projections, as well as anticipated tax levy needs.
January 2024	Admin meeting	Admin Team	Budgets are handed out including any Superintendent review changes made. Team brings any concerns from their review of their preliminary budgets to the Superintendent and SBA.
February 2024	Budget work session	Superintendent, Business Administrator and Board	Public meeting to review the Supt's recommended budget.
February 2024	Finalize Preliminary Budget Based on Actual State Aid Revenues	SBA/Supt	Based on timing of release of state aid figures.
March 2023	Preliminary budget presentation and BOE approval of the preliminary budget.	SBA/Superintendent/Board	Public discussion of preliminary budget and adoption of budget for submission to DOE (County Superintendent).
March 2024	Submission to DOE. Advertise BOE approved budget.	SBA	Last day to submit tentative budget to county superintendent of schools.
April 2024	County office approval granted and advertise the budget	County Office	Advertise budget according to NJDOE regulation. budget.
May 2024	BOE Adopts Final Budget	Superintendent/School Business Administrator	Budget Presentation and Public Hearing on the budget. Certify school taxes.

Please note: Dates may change due to calendar prepared by the State Department of Education

Responsibilities of Administrators

1. Business Administrator – The Business Administrator along with the Superintendent is responsible for the administration and coordination of all budget preparation activities. She/he is also responsible for completing the budget for all costs related to the business functions of the district. This is to include accountant, legal, architect, possible referendum costs, utility expenses, costs for health benefits, social security and pension liabilities, cost for property and worker's compensation insurance, capital projects, and strategic planning. This also includes all district salaries.
 2. Building Principals – Each principal will assess the educational needs of the students, collect and evaluate the requests for funds submitted by the teaching and support staff members in his/her building, and compile an estimate of the total building needs for the next budget year. The building principals are responsible for inputting budgets for their whole building. This would include all instructional, non instructional, routine maintenance, technology (new and maintaining), nursing, guidance, library, textbooks (maintaining inventory and replacement), workbooks, chrome books, extended school year for students who may be retained, extracurricular activities (during and after school), intramurals, and athletics (during and after school). Please utilize Attachment A for facility improvement requests and Attachment B for technology requests. Attachment C is required if you or someone in your staff is planning to attend a Professional Development workshop or conference. Building principals should also review all of the staff in their buildings (teachers, teaching assistants, and cafeteria/playground aides) to determine any additional needs. Please utilize Attachment D for personnel requests and Attachment E for extra-curricular. These attachments are all due to the representative departments by December 1, 2023 to allow that department time to enter the cost into Systems 3000. The budget will be submitted through the Systems 3000 software to the School Business Administrator / Board Secretary by December 31, 2023.
 3. Director of Curriculum and Instruction – The director of curriculum and instruction is responsible for submitting budgets for testing materials, test scoring, textbooks (new adoption), professional development (all staff-submitted Attachment C's), in-service programs, instructional programs, supplies, classroom libraries, library/media centers, basic skills programs, home instruction, ESSA grant (family nights, extended school day, summer tutoring program), PLTW, summer intervention program, and all expenses for the cost of operating his/her office.
 4. Director of Equity and Student Services – The director of equity and student services is responsible for submitting the budget for goods and services related to school culture and climate improvement, gifted and talented instruction, English as a Second Language instruction, I & RS costs, MTSS including basic skills & intervention programs, anticipated needs of students with 504 plans, the IDEA grant (addressing disproportionality) and all expenses for the cost of operating his/her office. The director also budgets for the following expenses only as related to equity: professional development (Attachment C), in-service programs, summer intervention programs, supplemental instruction, and community and parent involvement programs.
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5. Supervisor of Child Study Team – The supervisor of child study team is responsible for submitting the budget for the child study team office, special education programs throughout the district, and homeless student costs. This should include the cost of all consultants and any additional services required by the students' IEPs (ot/pt/speech/psychiatric evaluations, learning consultants, dyslexia services, autistic services, transportation, etc), extended day tutoring program, MD program, and extended school year programs. This should also include supplies, books, office equipment, technology and all expenses for the cost of running these programs and his/her offices. He/she is also responsible for the cost of tuition for out of district placements and allocating expenses to the IDEA grant.
6. Supervisor of Building and Grounds – The supervisor of buildings and grounds is responsible for submitting a budget that includes all costs for routine maintenance, repair, replacement and cleaning all buildings, grounds, equipment, and vehicles. This also includes upkeep of grounds, playgrounds, landscaping, snow removal, security needs, trash services, and custodial supplies. All administrators are to complete and submit to Mr. Buffa their Attachment A by **December 1, 2023** if their building will require any custodial/cleaning supplies or renovations or additions to the existing building/facilities. This would include electrical/plumbing/HVAC needs, painting of classrooms, carpeting/flooring, blinds/shades, playground improvements, concrete work, etc.
7. Technology – The responsibility of the technology coordinator is to assist the building principals and administrators with their technology needs (both instructional and non instructional). All budget requests for the purchase of technology are to be submitted to Colleen Aspell by **December 1, 2023** using the form in Attachment B. Once the request have been submitted and reviewed by Ms. Aspell, the principals and administrators will include these requests in their budget. In addition, the technology coordinator will include in his/her budget costs associated with supporting the school district's information technology systems, including networks, servers, telephones, copiers, systems operations, hardware maintenance and support services. This includes the cost of district ink/toner cartridges.

Other Budget Procedures and Important Information

1. Budgets will be submitted to the School Business Administrator using Systems 3000. You do not need to submit a paper copy of your budget. I will access the reports through Systems 3000.
 2. Budgets must be entered by **December 31, 2023**. After this date no access to the Systems 3000 Budget Program will be granted. This will allow the Business Administrator and Superintendent to review a completed version of the budget without changes.
 3. Assume all items to be budgeted in Fund 11 (other than federal grant expenditures).
 4. Attachments will be emailed to administrator and secretaries/clerks and can be found on the Dragon's Net. Please use the excel forms that are located on the Dragon's Net. Do not use the ones included in this handbook; they are attached for reference only.
 5. Submit all maintenance/facility needs and project requests to Mr. Buffa (additional electrical/plumbing needs, blinds or shades, painting, general repairs, flooring, etc.) by **December 1, 2023**. Use the form in **Attachment A**. Please be as specific as you can. Mr. Buffa will compile and submit as part of his budget. This will be a basis for our District summer projects. Additional projects may not be able to be completed if not budgeted at this time.
 6. Submit all technology requests with rationales to Rich Livingston (computers, printers, chrome books, iPads, software, interactive boards, document readers, bulbs, pens, batteries, headphones, wiring needs, computer/printer repairs, printer cartridges for classroom and main offices, etc.) by **December 1, 2023**. Use the form in **Attachment B**. Mr. Livingston will review the list with the Business Administrator and Superintendent. Once the requests have been reviewed and approved, Mr. Livingston will return the lists with the quotes to the administrator for them to input to their budget. Mr. Livingston will input the District technology needs in his budget 11-000-252.
 7. All budget requests for staff development must be forwarded to the Director of Curriculum by **December 1, 2023**. Please use the form in **Attachment C**. The Director of Curriculum is responsible for developing the District's Staff Development budget based on these requests and Superintendent's approval. A portion of these funds may be ultimately incorporated into the department budgets.
 8. Submit all personnel and extra-curricular requests to me by **December 1, 2023**. I will submit to the Superintendent after adding costs and account numbers using **Attachment D** and **Attachment E**. I will enter into the budget software after receiving his approval.
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9. Principals are responsible for budgeting for Field Trips. Please do not forget to include the admission, registration and transportation costs, if applicable.
 10. Principals will be asked to review extracurricular, interscholastic, and intramural programs for the 24-25 budget. Include funds needed for detention, lunch coverage, missed prep, nurse coverage, etc. Please utilize Attachment E for these requests.
 11. Submit a written quote for any special request items that need to be budgeted in Fund 12 (amount in excess of \$2,000) to ensure the correct amount is budgeted. You do not have access to Fund 12 accounts and must let the business administrator know so these budgeted items can be placed in the correct accounts.
 12. Some loose ends to remember:
 - a. Always round up! Do not enter cents in the budget.
 - b. Communicate with each other. Don't double budget.
 - c. If it isn't in the budget- it will not happen.
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MOUNT HOLLY TOWNSHIP BOARD OF EDUCATION

Attachment A

2024-2025 Facility Improvement Budget Request

Due: December 1, 2023 to Mr. Buffa

This form is to be completed by Administrators and Supervisors who are requesting buildings or grounds improvements for the 2024-2025 school year.

Department:

School:

Description	Justification:

Administrator/Supervisor

**Supervisor of Buildings &
Grounds**

MOUNT HOLLY TOWNSHIP BOARD OF EDUCATION

Attachment B

2024-2025 Technology Budget Request

Due December 1, 2023 to Colleen Aspell

This form is to be completed by Administrators and Supervisors who are requesting the purchase of technology for the 2024-2025 school year.

Department:

School:

Description	Qty	Unit Price	Total Cost
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-

Justification: (use separate sheet if necessary)

Administrator/Supervisor

Technology Coordinator

MOUNT HOLLY TOWNSHIP BOARD OF EDUCATION
Attachment C
2024-2025 Staff Development Budget Request
Due December 1, 2023 to Ms. Dougherty

Department: _____

School:

[illegible]**Administrator/Supervisor**

Director of Curriculum

MOUNT HOLLY TOWNSHIP BOARD OF EDUCATION

Attachment D

2024-2025 Personnel Budget Request

Due December 1, 2023 to Mr. Mungo

This form is to be completed by Administrators and Supervisors who are requesting additional personnel for the 2024-2025 school year.

Department:

School:

Number of Personnel	Job Type	Justification

Administrator/Supervisor

MOUNT HOLLY TOWNSHIP BOARD OF EDUCATION
Attachment E
2024-2025 Extra-Curricular Budget Request
Due December 1, 2023 to Ms. DiGangi

Department:

School:

This form is to be completed if you require staff or supplies for Extra Curricular activities

Number of Personnel	Staffing/ Job Type	Cost Per Person	Total Cost	Rationale:
Supplies:				
Qty	Item Description	Cost	Rationale:	