

**IPSWICH PUBLIC SCHOOLS – OFFICE OF FINANCE & OPERATIONS
FY25 BUDGET TIMELINE – final 10/5/23**

DATE	TASK	RESPONSIBLE
November 2023	Budget Development	
1 st	Budget memo/history/spreadsheets sent to building principals	Superintendent Director of Finance
14 th	Special Education budget meetings	Prog Mgrs/Principals/Dir. PPS/FD
28 th	Facilities & Operations budget meetings	Facilities Director, IT Director, Finance Director & Superintendent
December 2023	Budget Development & Review	
7 th	Administrators meet with Bdgt Subcomm.	Budget Subcommittee
15 th	Principals & Directors return completed budget worksheets and backup detail to the Finance office	Building Principals
By the 29 th	Superintendent & Finance Director review all administrator proposals	Superintendent Director of Finance
January 2024	Ongoing Budget Review, Initial Presentations	
4 th - 5 th	Initial budget review with Central office (Administrators, IT Dir., Facilities Dir., Dir. of Birth to Three, Athletic Dir.	Principals/Superintendent Director of Finance /Dept. Heads
12 th	Administrators submit amended budgets to Finance Director	Principals, Directors
16 th	Tri-Board Meeting, Overview of Town Budget by Town Manager, Superintendent	Select Board, School Committee, Finance Committee
19 th	WORKING DRAFT copy budget to Budget Subcommittee & Administrators	Director of Finance
25 th	Budget Subcommittee meet with Administrators	Budget Subcommittee
30 th	Finance Director to send Administrators & School Committee DRAFT revised budget electronically (hard copies upon request)	Director of Finance
February 2024	School Committee Presentations, Public Input	
1/31 & 2/1	Budget Presentations to School Committee	Supt/Dir. of Fin/Principals
8 th	School Committee Budget Hearing	Superintendent, Dir of Finance
29 th	School Committee to Vote on FY25 Budget	School Committee
March 2024	(April 2024 meetings, as needed/requested)	
Week of the 4 th	Budget Presentation to Finance Committee	Superintendent/Principals/Dir of Finance
7 th	Final Revisions, if any, of Budget, School Committee Vote	Superintendent, Director of Finance, School Committee
By the 15 th	Final Finance Committee presentation	Superintendent, School Committee
19 th and 21 st	Town Finance Committee Public Hearing	Town Finance Committee
May 2024		
14 th	Annual Town Meeting	