

**MARLBOROUGH BOARD OF EDUCATION
FY 2022-23 BUDGET DEVELOPMENT TIMELINE**

Revised 12.16.21 per new Town Charter Timelines effective 12.2.21

DATE	TASK/TOPIC
September 23, 2021	Board of Education receives and adopts budget guiding principles and timeline
October 4, 2021	Department budget requests process begins
October 12, 2021	Principal presents budget guiding principles and timeline to MES faculty/staff at October staff meeting
October 22, 2021	Department budget requests submitted to building administrators
November-December 2021	Community outreach and opportunities for public input on budget through website, email address, newspaper, public forum
November 3-5 2021	Building administrators review budget requests with Finance Assistant
November 15, 2021	Building Principal submits budget to Superintendent based on budget assumptions adopted by the Board
November 29 – December 3, 2021	Building administrators review budget with Superintendent and Finance Assistant and prepare Superintendent’s budget to present to the Board
December 16, 2021	Board Public Forum for community input
January 27, 2022	Board of Education receives Superintendent’s <i>proposed</i> budget and posts budget on website and solicits public comments; Board conducts line item analysis of the Superintendent’s proposed budget
February 10, 2022 6:00PM	Special Meeting as Board of Education continues line item budget analysis, as needed, and reviews the Capital Plan; Board of Education adopts the FY 2022-23 Board of Education budget
February 16, 2022 7:00 PM	Superintendent and Board present the Board’s adopted budget to the Board of Finance
March 16, 2022	Board of Education transmits the FY 2022-23 budget, including Capital Plan, to the Board of Finance
March (date TBD), 2022	Board of Finance reviews and adopts town and school budgets
Date TBD	Board of Education meets to discuss and make decisions following Board of Finance budget action
April 18, 2022	Town of Marlborough Public Hearing on FY 2022-23 budgets
May 2, 2022	Second Town of Marlborough Public Hearing on FY 2022-23 budgets
May 3, 2022	Town of Marlborough Referendum on FY 2022-23 budget
Date TBD	Board of Education votes to adopt final FY 2022-23 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 27, 2022 Line Item Analysis
(February 24, 2022 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