

Budget Preparation Schedule
FY23 Department Budget Planning Dates for FY24
Weymouth Public Schools

August 10, 2022	Meeting of the Sub-Committee: Budget Kick Off Meeting for FY24
September 15, 2022	Capital Needs Memo – Sent out to all cost centers
September 21, 2022	Meeting of Sub-Committee:
October 12, 2022	Meeting of Sub-Committee:
November 16, 2022 <i>prep 11/14/22 4 p.m.</i>	Meeting of Sub-Committee: Capital Plan
November 18, 2022	Budget Requests Sent to building principals and spending authorities due to Business Office 12/31/22
December 14, 2022 <i>prep 12/12/22 4 p.m.</i>	Meeting of Sub-Committee:
December 21, 2022	Deadline for budget requests to be returned from all cost centers
Between January 9, 2023 and January 20, 2023	Meetings with building principals, department heads, Superintendent, Assistant Superintendent of Finance and Operations, finance manager to review budget requests
January 11, 2023 <i>prep 1/9/23 4 p.m.</i>	Meeting of the Budget Sub-Committee: Review Proposals: JECC, Primary Schools
January 25, 2023 <i>prep 1/23/23 4 p.m.</i>	Meeting of Budget Sub Committee: Review Proposals: WHS, CTE, IT, Chapman
February 1, 2023 (Send to Newspaper by Next Publication February 8th)	Publication in local Weymouth newspaper Proposed School Department Budget Summary
February 8, 2023	Draft Proposal of School Department Budget Available for public display at the Superintendent's office or at any other place as determined by the school committee
February 8, 2023 <i>prep 2/6/23 4 p.m.</i>	Meeting of the Budget Sub-Committee: Review proposals: Special Ed, Curriculum, Professional Development, Health Services, Athletics Operating, Maintenance, Transportation, District FY24 Level Service Budget Draft review, FY24 Needs List
March 1, 2023 <i>prep 2/27/23 4 p.m.</i>	Meeting of the Budget Sub-Committee: Fee Cycle Review
March 8, 2023 <i>prep 3/6/23 4 p.m.</i>	Meeting of the Budget Sub-Committee: Pre-Budget Hearing Sub-Committee Meeting
March 9, 2023 (Thursday)	Public Hearing on Budget by the School Committee (WHS Humanities Center)
March 22, 2023 <i>prep 3/20/23 4 p.m.</i>	Meeting of the Budget Sub-Committee: FY24 Level Service Budget Draft, FY24 Needs List and Compliance
March 23, 2023 (Thursday)	Final approval of the School Dept budget by the Weymouth School Comm
March 24, 2023	Submit complete budget with supporting documentation to Mayor's Office
April 5, 2023 <i>prep 4/3/2023 4 p.m.</i>	Meeting of the Budget Subcommittee: ESY Rates, substitute rates
May 3, 2023 <i>prep 5/1/23 4 p.m.</i>	Meeting of the Budget Subcommittee:
TBD	Mayor's Submission of Budget to Town Council
TBD	Meeting with Town Council Budget Management Committee
June 7, 2023 <i>prep 6/5/23 4 p.m.</i>	Meeting of the Budget Subcommittee:
June 21, 2023 <i>prep 6/20/23 4 p.m.</i>	Final Meeting of the Budget Subcommittee FY24

**All Budget Sub-Committee Meetings will be held at 6:00pm at the Administration Conference Room unless noted otherwise.
(111 Middle Street)*

UPDATED: 8/8/22