Budget 2024-25

**OVERVIEW OF ACTIONS AFTER PUBLIC HEARING/ELECTION**

For any district, the user-friendly budget must be posted on the district website, if one exists, within 48 hours after the public hearing (*N.J.A.C.* 6A:23A-8.1 subsection (c)). This posting must be updated after the election to reflect the final budget and must remain on the district website for the entire year until the next budget cycle.

If the adopted budget remains unchanged from the original approved for advertising, the district will execute Statement A of the Budget Statement Certification, on the County Review and Approval tab of the budget software.

If the adopted budget is revised, the district will execute Statement B of the Budget Statement Certification with an explanation of the difference(s) to the Executive County Superintendent, including the “Budget Changes from Public Hearing Worksheet” on the Finance website.

Once the software is reopened by the county office for the district to make the appropriate changes to the budget data to reflect the revisions of the board of education, the district will then again certify the budget for approval prior to the election, if necessary. The budget program provides statements A and B in the County Review and Approval screen, on the second screen.

**If the board of education is presenting any separate proposals** to the voters or the Board of School Estimate, an additional certification must be submitted. The budget program does not produce the separate proposal statements, instead see Section VI of this document for a sample.

The district will execute Statement A of the Budget Statement Certification-Separate Proposal if the separate proposal was adopted as approved after the public hearing. Statement B is executed if after the public hearing: the separate proposal is revised; a separate proposal is initially developed and adopted; or the separate proposal is withdrawn from consideration. If after the public hearing, the separate proposal is revised or initially adopted, two copies of the adopted question shall be submitted to the county office.

The board of education of Type II school districts shall notify the county office of the result of the school election by 9:00 a.m. on the day following the election.

**DETAILED ACTIONS AFTER PUBLIC HEARING/ELECTION**

**Screen 2 – Section 3: Results of Public Hearing (From Budget Guidelines pages 238-240)**

This section is applicable to those districts which hold public hearings.

**DISTRICT**

The district will need to check either statement A or B in the “**Results of Public Hearing**” section to indicate the results of the public hearing.

Districts must send to the Executive County Superintendent a copy of the board resolution approving the budget.

If no changes are required as a result of the public hearing, the **district should check box A**, and no more entry is required in this section.

If changes are required as a result of the public hearing, then Box B should be selected, and the county office notified that changes are needed.

In order for data entry to be opened for the district user to make changes, **the district must check Box B,** and…

**COUNTY ACTION**

…then the Executive County Superintendent (ECS) or the Executive County Business Official (ECBO) must check the box “**ECS or ECBO – Budget Changes Needed for Final Preparation**” in the “**Results of Public Hearing**” section. The date will populate after the screen is saved. Click the “**Save**” button to save the change.

After the “**ECS or ECBO – Budget Changes Needed**” box has been checked and saved, the data entry screens

**DISTRICT ACTION**

will be available to the district user. Note that the user may need to exit the budget software and re-open it for the save buttons to refresh on the data entry screens after checking of this “**budget changes needed**” box.

After the district has made the necessary changes and passed all fatal edits, the district user should check the box “**Ready for Review**” on the “**District**” line in the “**Results of Public Hearing**” section. Checking of the box indicates that the district superintendent approves submission of the revised budget. The “**Date**” box will populate automatically when the page is saved.

Districts should use the “**Comments**” box to provide information regarding the changes made to the budget.

Click the “**Save**” button to save the data entry on the screen.

When the district “**Ready for Review**” box is checked, the district user will no longer be able to perform data entry on all other screens. If changes are to be made, the district user must un-check this box and save.

Note that the user may need to exit the budget software and re-open it for the save buttons to refresh on the data entry screens if un-checking this “ready for review” box.

On the NJDOE district budget website under “other items” is a file entitled “budget changes from public hearing”. If the district checks statement B in the results of public hearing section of the review screen, then this file must be completed and submitted to the county office to explain the changes in the budget from the advertised version to the version approved after the public hearing.

The ECBO will not have access to data entry on the review line until the district has checked the “**Ready for Review”** box on the district line.

**COUNTY ACTION**

Once the ECBO has checked either box “**Review Started**” or “**Approve**d”, the district will be blocked from performing any additional data entry in the budget software, including the district line on this screen, until the ECBO has unchecked the box.

The ECBO may use the “Comments” box to provide any additional information they wish to communicate to the district. Click the “**Save**” button to save the data entry on the screen. The “Date” box will populate automatically.

If changes are needed in the budget details, the ECBO must un-check the boxes on the ECBO line, save, and then the district must un-check the “**ready for review**” box on the district line and save.

The ECS will not have access to data entry on the review line until the ECBO has checked the “**Approved**” box on the ECBO line. Once the ECS has checked either box “**Review Started**” or “**Approved**”, the district and the ECBO will be blocked from performing any additional data entry in the budget software, including the lines on this screen, until the ECS has unchecked the box. The ECS may use the “Comments” box to provide any additional information they wish to communicate to the district or the ECBO. Click the “**Save**” button to save the data entry on the screen. The “**Date**” box will populate automatically.

If changes are needed in the budget details, the ECS must un-check the box on the ECS line and save, then the ECBO must un-check the box on the ECBO line and save, then the district must un-check the “ready for review” box on the district line and save. After the ECS has checked the “Approved” box in this section, or after the district has checked statement A that no changes were needed, a link will appear in the bottom right corner of the screen to move to the next section “**Go to Election Results >>**”. This link will bring the user to screen 3 with the next two boxes for the review process. There will be no more entry needed in screen 2 after ECS approval or district certification that no changes were needed. Any further changes to the budget will be addressed in later sections of the county review and approval form. In the bottom left corner of the screen is a link “Go to Advertising or Board of School Estimate” which will bring the user back to screen 1.

In the top right corner of the screen is a link to “**Public Hearing Status History**”. Every time the “**Save**” button is used by a district or county user, the content of all the boxes on the screen is stored in this file with a date stamp. This provides a complete history of the changes on this page during the review process.

The “Reload Page” button will refresh the page to the last saved version.

