

FY 2025 BUDGET PROCESS TIMELINE

DATE	TASK	RESPONSIBILITY
Friday, October 20, 2023	Budget Committee Meets- provides recommended updates FY2025 Budget Guidelines to Super.	Budget Committee Members
Monday, October 23, 2023	Budget Committee Meets- provides recommended updates FY2025 Budget Guidelines to Super.	Budget Committee Members
Wednesday, October 25, 2023	Budget Call FY 2025	Superintendent
Wednesday, October 25, 2023	Posting of FY2025 Budget Guidelines on Budget Website	Budget Office
Friday, October 27, 2023	Deadline to submit public hearing date, time, and location to ESCL Office. REF: APPENDIX F.	Principals/Division Heads
October 30-November 3, 2023	Submission of prospective Teacher Reclassification to Human Resources Division	Human Resources Office Division/Principals/Division Heads
November 8 – November 17, 2023	Conduct Public Hearings to Solicit Stakeholder Input for FY 2025 School Budgets. USE FORMS IN APPENDIX E, Post on-line survey	Principals, Budget Office
Friday, November 17, 2023	Deadline to SUBMIT Stakeholder Input for FY2025. (Electronic Surveys)	Principals, Budget Office
Thursday, November 23, 2023	HOLIDAY Thanksgiving Day	
Friday, November 24, 2023	Flexible Make-Up Day #1	
November 4-29, 2023	Staffing Pattern Distribution with School Administrators and Division Heads	Human Resources Office Division/Principals/Division Heads
Friday, December 1, 2023	Deadline to SUBMIT FY 2025 Budget to Deputy Superintendent of Finance & Administration through the GDOE Budget Office.	Principals/Division Heads
Friday, December 8, 2023	HOLIDAY Our Lady of Camarin	
December 2- December 17, 2023	Budget Adjustments and Review Prepare Overall FY2025 Budget Packets for submission to the Superintendent of Education & Budget Team meeting with Deputies	Budget Office
December 18-December 22, 2023	Budget Presentation to Management Team	Budget Office, Deputy Superintendents, Superintendent of Education, Principals/ Division Heads
Monday, December 25, 2023	HOLIDAY Christmas Day	
Monday, January 1, 2024	HOLIDAY New Years' Day	
Monday, January 15, 2024	HOLIDAY – Martin Luther King, Jr. Day	
TBD	GEB FY2025 Budget Work Sessions	GEB, Superintendent, Deputy Superintendent FAS, Budget Team, Principals
TBD	Final Budget Adjustments, Review and Certification.	Principals/Division Heads, Budget Team
TBD	GEB Adoption of FY 2025 Budget	GEB/Superintendent/Deputy Superintendent FAS
Tuesday, January 30, 2024	Superintendent Submits GDOE FY2025 Budget to the 37 th Guam Legislature & Governor of Guam	Superintendent