



2024/2025 BUDGET DEVELOPMENT CALENDAR

BOE approved at the 11/8/2023 BOE Meeting

NOVEMBER

- 11/8/2023 Board of Education Meeting Public Session 6:00 PM
Review & adopt the 2023/2024 Budget Development Calendar

November 2023						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER

- 12/1-12/31/23 Discuss & distribute budget guidelines to Administrators/Departments

December 2023						
S	M	T	W	Th	F	Sa
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31						

JANUARY

- 1/2/2024 Roll out Education Data requisition & Budget spreadsheets to instructional staff via email
- 1/3/2024 Business Manager attends Jr/Snr. Faculty Mtg. to provide budget development training to Instructional staff (i.e., Ed Data requisitions, budget requests, subscription renewal lists)
- 1/10/2024 Board of Education Meeting Public Session 6:00 PM
Budget Workshop #1
Budget Information, 2024/2025 Rollover budget & assumptions
- 1/17/2024 Business Manager attends ES Faculty meeting to provide budget development training to Instructional staff (i.e., Ed Data requisitions, budget requests, subscription renewal lists)

January 2024						
S	M	T	W	Th	F	Sa
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28	29	30	31			

FEBRUARY

- 2/1-2/29/2024 Other Budgets (i.e., Main Office, PPS, technology, athletics, B&G, transportation) submitted and reviewed
- 2/14/2024 Board of Education Meeting Public Session 6:00 PM
Budget Workshop #2
Review State Aid estimates & Tax levy limit calculation
Review Capital & Administrative Budget components
- 2/29/2024 Education Data & budget spreadsheets due from Instructional Staff/Coordinators

February 2024						
S	M	T	W	Th	F	Sa
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MARCH

- 3/1/2024 Preliminary Tax Levy Limit submitted to NYS Office of State Comptroller
- 3/4-3/8/24 Review Ed Data requisitions/Budget Spreadsheets/revised budget as needed
- 3/13/2024 Board of Education Meeting - Budget Workshop #3 Public Session 6:00 PM
Review Estimated revenues/Program Budget component/Overall preliminary budget
Review 23/24 year Fund Balance projection
- 3/29/2024 Last day to submit requisitions/request purchase orders with current year funds

March 2024						
S	M	T	W	Th	F	Sa
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APRIL

4/1-4/20/2024 Prepare absentee ballot applications, absentee ballot, related envelopes, and directions
Property Tax Report Card submitted to local newspaper.

4/1/2024 Legal Notice of School Budget Hearing & Annual Budget Vote **6:00 PM**
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #1 to be published (Submit on this day for publication on April 4th & 5th)

April 2024						
S	M	T	W	Th	F	Sa
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4/15/2024 Legal Notice of School Budget Hearing & Annual Budget Vote **6:00 PM**
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #2 to be published (Submit on this day for publication on April 18th & 19th)

4/17/2024 Board of Education Meeting **Public Session 6:00 PM**
Adopt Tentative 2024/2025 Budget/propositions for voter approval
Appoint clerks & inspectors of elections for budget vote
NOTE: the absolute latest date the tentative Proposed Budget/Propositions can be approved by the BOE is April 29th, 2024.

4/18/2024 Submit the Property Tax Report Card (PTRC) to NYS
NOTE: the statutory deadline to submit the 2023-2024 PTRC to NYS is April 29, 2024.

4/22/2024 **Deadline** for filing Board of Education petitions and propositions for vote
Must be submitted to the District Clerk by 5:00 PM

4/23/2024 Date of drawing by District Clerk for determination of order for listing
Board of Education candidates on ballot
Inform candidates of legal requirement for all candidates for election to BOE to file sworn statements of campaign contributions & distribute informational material.
First sworn statements to be filed w/District Clerk & Commissioner of Education 30 days prior to vote date.

4/24/2024 Board of Education Meeting - BOCES Budget Vote **Public Session Time TBD**

4/26/2024 Distribute military ballots (no later than 25 days before vote)

4/18- 4/26/2024 Prepare Budget Workbook/Newsletter (Finalize by 4/26/23)

4/26/2024 Arrange for the pickup & return of voting machines w/Board of Elections

4/29/2024 Media Release on Proposed Budget
Required Documents available in District Office & on District website: School District Report Card, Fiscal Accountability Statement, Property Tax Report Card, Administrative Salary Disclosure, and Tax Exemption Notice, Budget Notice, Transparency Report
Absentee Ballots available from the District Clerk
Budget Workbook available on District website/at offices

4/29/2024 Legal Notice of School Budget Hearing & Annual Budget Vote
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #3 to be published (Submit on this day for publication on May 2nd & 3rd)

2024/2025 BUDGET DEVELOPMENT CALENDAR

MAY

- 5/1-5/17/24 Prepare ballot for voting machines - submit to County
- 5/6/2024 Legal Notice of School Budget Hearing & Annual Budget Vote
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #4 to be published (Submit on this day for publication on May 9th & 10th)
- 5/7/2024 Annual Budget Hearing Presentation posted to the District's website
- 5/8/2024 Annual Budget Hearing/Board of Education Meeting **Public Session 6:00 PM**
- 5/9/2024 Budget Newsletter/Notice mailed to eligible voters after budget hearing
- 5/16/2024 Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education to be filed with the District Clerk
- 5/12-5/20/2024 Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk within 24 hours of receipt by candidates for membership on the Board of Education
- 5/21/2024 Annual Budget Vote/Proposition Vote/Board of Education Election **12 PM - 9 PM**
Junior/Senior High School Gymnasium Lobby
Absentee Ballots must be submitted to the District Clerk by 5:00 pm on May 21st

May 2024						
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Budget Revote date - June 18, 2024 (only if budget proposition fails)