Middleburgh CENTRAL SCHOOL DISTRICT

2027/2028 BUDGET DEVELOPMENT CALENDAR

NOVEMBER

11/18/2026	Board of Education Meeting	**Public Session**	**6:00 PM**
	Adopt the 2027/2028 Budget Development Calendar		

November 2026 5

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29	30					

JANUARY

1/4/2027	Roll out Education Data requisition & Budget spreadsheets to instructional staff via email		
1/6/2027	Business Admininstrator attends Jr/Snr. Faculty Mtg. to review budget development information to Instructional staff (i.e., Ed Data requisitions, budget requests, subscription renewal lists)		
1/13/2027	Board of Education Meeting Budget Workshop #1 Budget Information, 2027/2028 Rollover budget & assumptions	**Public Session**	**6:00 PM**
1/20/2027	Business Administrator attends ES Faculty meeting to provide budget development training to Instructional staff (i.e., Ed Data requisitions, budget requests spreadsheets)		

January 2027 7

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FEBRUARY

2/1-2/28/2027	Dept. Budgets (i.e., Main Office, PPS, technology, athletics, B&G, transportation) submitted and reviewed		
2/10/2027	Board of Education Meeting Budget Workshop #2 Review State Aid estimates & Tax levy limit calculation Review Capital & Administrative Budget components	**Public Session**	**6:00 PM**
2/26/2027	Last day to submit requisitions/request purchase orders with 26/27 year funds		
2/26/2027	2027/28 Requisitions & budget spreadsheets due from Instructional Staff/Coordinators		
2/26/2027	Preliminary Tax Levy Limit submitted to NYS Office of State Comptroller		

February 2027 8

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MARCH

3/1-3/8/27	Review Ed Data requisitions/Budget Spreadsheets/revise budget as needed		
3/10/2027	Board of Education Meeting - Budget Workshop #3 Review Estimated revenues/Program Budget component/Overall preliminary budget Review 26/27 year Fund Balance projection	**Public Session**	**6:00 PM**
3/29/2027	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 #1 to be published** ***(Submit on this day for publication on April 2nd & 3rd)***		**6:00 PM**

March 2027 9

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APRIL

4/1-4/18/2027 Prepare absentee ballot applications, absentee ballot, related envelopes, and directions
Property Tax Report Card submitted to local newspaper.

4/12- 4/20/2027 Prepare Budget Workbook/Newsletter (Finalize by 4/20/27)

4/12/2027 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 16th & 17th)***

4/16/2027 Submit the Property Tax Report Card (PTRC) to NYS
NOTE: the statutory deadline to submit the 2027-2028 PTRC to NYS is April 23, 2027.

4/19/2027 **Deadline** for filing Board of Education petitions and propositions for vote
Must be submitted to the District Clerk by **5:00 PM**

4/20/2027 (Tuesday) Board of Education Meeting **Public Session** **6:00 PM**
Adopt Tentative 2027/2028 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 22nd, 2027.

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 contribtions & distribute informational material.
First sworn statements to be filed w/District Clerk & Commissioner of Education 30 days prior to vote date.

4/21/2027 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

4/23/2027 Distribute military ballots (no later than 25 days before vote)

4/26/2027 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 April 30th & May 1st)***

4/28/2027 Annual Budget Hearing Presentation posted to the District's website

April 2027 10

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MAY

5/3/2027 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 7th & 8th)***

5/5/2027 Annual Budget Hearing/Board of Education Meeting **Public Session** **6:00 PM**

5/6/2027 Budget Newsletter/Notice mailed to eligible voters after budget hearing

5/13/2027 Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education to be filed with the District Clerk

5/14-5/17/2027 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

5/18/2027 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 18th

Budget Revote date - June 15, 2027 (only if budget proposition fails)

May 2027 11

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