

2023-2024 Budget Preparation Calendar

<u>DATES</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
11/7/2022	Distribute budget worksheets and budget guidelines to staff for budget development	Bus. Admin
12/20/2022	All budget summaries, including requisitions and CO-OP, due in Business Office	Staff
1/3/2023	Compilation of budget requests due to Superintendent	Bus. Admin
1/12/2023 Thurs	BOE MTG—Budget Forum Discussions	Supt., Bus. Admin and Board
1/26/2023 Thurs	BOE MTG—review of <u>Preliminary Cafeteria Budget</u>	Supt., Bus. Admin and Board
2/9/2023 Thurs	BOE MTG - Budget Review <u>Draft #1</u>	Supt., Bus. Admin and Board
2/23/2023 Thurs	BOE MTG— <u>Projecting Revenues</u>	Supt., Bus. Admin and Board
3/9/2023 Thurs	BOE MTG – <u>Fund Balance/Reserves/Draft #2</u>	Supt., Bus. Admin and Board
3/23/2023 Thurs	BOE MTG – Final Draft of Budget & Property Tax Report Card	Supt., Bus. Admin and Board
3/31/2023 Fri	49 days - <u>First publication</u> in newspaper Legal Notice	District Clerk
4/14/2023 Fri	<u>Second publication</u> in the newspaper	District Clerk
4/17/2023 Mon	Deadline for petitions for nominations of BOE candidates and ballot propositions, until 5p.m. Last date to submit to District Clerk is 30 days before budget vote (Jen Lis' seat expires 6/30/22)	
4/24/2023 Mon	Property Tax Report Card submitted to SED (due 4/24) Business day immediately following its approval by board but no later than 24 day prior to the date of the vote. Submitted to newspaper for publication Appear in newspaper 4/28 (Express)	Bus. Admin District Clerk
4/25/2023 Thurs	BOE MTG— <u>BOCES Candidate Vote/ Estimated Rates</u>	Supt., Bus. Admin and Board
4/28/2023 Fri	<u>Third publication</u> in the newspaper	District Clerk
5/01/2023 Mon	<u>Mail brochure</u> re: Budget hearing date-to public to ensure public is informed	District Clerk
5/01/2023 Mon	<u>Budget Documents available</u> to the public	Superintendent
5/03/2023 Wed	Board of Voter Registration, 4-8:00 p.m. Must meet not more than 15 days nor less than 5 days before the annual meeting vote	District Clerk
5/05/2023 Fri	<u>Fourth publication</u> in newspaper	District Clerk
5/9/2023 Tues	<u>Budget hearing</u> in Gym, 7:00 p.m.	Board of Education
5/10/2023 Wed	<u>Mail Postcard</u> after hearing but no later than 6 days before vote	District Clerk
5/11/2023 Thurs	Regular BOE MTG	
5/16/2023 Tues After vote -	Annual meeting and budget vote, 2:00-8:00 p.m. Board of Education meeting to accept the results of voting	Board of Education Board of Education
5/25/2023 Thurs	Regular BOE MTG	