

## 2022-2023 Annual Budget Calendar

<u>DATE</u>	<u>BUDGET FUNCTION</u>	<u>RESP.</u>
<b><u>January 2022</u></b>		
1/18/22	Finance Committee reviews preliminary budget overview (tax cap, projected aid and preliminary budget presentation by budget builders).	MF, GG
<b><u>February 2022</u></b>		
2/11/22	Budget builders submit program budget composite to Business Office.	MF, GG, SR, LE, MA, BH
2/14/22	Finance Committee reviews budget overview (preliminary budget forecast and budget assumptions).	MF, GG
2/17/22	Present 2022-23 preliminary budget forecast and budget assumptions to the Board of Education.	MF, GG
<b><u>March 2022</u></b>		
3/1/22	Submit 2022-2023 calculation for tax levy limit to Office of State Comptroller, Tax & Finance & SED (single submission to OSC only).	MF
3/17/22	Finance Committee – Present 2022-2023 operational and general support budget for review and comment (Operations & Maintenance, Transportation and General Support).	MF, GG
3/17/22	Finance Committee – Present 2022-2023 debt service and employee benefits budget for review and comment.	MF, GG
3/17/22	Finance Committee – Present 2022-2023 instructional and special education budget for review and comment.	MF, GG
3/17/22	Board of Education Meeting @7:00 PM Approve Legal Notice of school budget hearing and budget vote.	GB, BOE
3/23/22	Deadline for nominations to seek a term on the <u>BOCES</u> Board.	GB, BOE
3/29/22 – 4/1/22 (for first publication)	Budget Notice to Newspapers; 4 publications – 3/31, 4/14, 4/28, 5/12 <i>Must advertise four (4) times within seven (7) weeks of the vote with first publication at least 45 days before date of budget vote (March 31 – April 3, 2022). Notice should appear in 2 general circulation newspapers. If no such newspapers exist in the district, the notice should be posted in at least 22 public places at least 45 days in advance of the Budget Vote.</i>	GB
3/29/22	1 <sup>st</sup> Budget Notice Publication. No later than April 1, 2022.	GB
<b><u>April 2022</u></b>		
4/1/22 – 4/25/22	Finalize 2022-23 educational plan and budget (including BOCES budget) before April 27, 2022 due date for Property Tax Report Card.	MF, GG
4/1/22 – 4/30/22	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots. District Clerk must maintain list of the names of all individuals provided with absentee ballots. List is subject to public inspection and legal challenge until the day of election (i.e., through 5/17/22).	GB
4/1/22	Board of Education Petitions and Absentee Ballot Applications available	GB
4/12/22	2 <sup>nd</sup> Budget Notice Publication	GB, MF
4/18/22	Deadline for submission of petitions for nominations of BOE candidates (30 days before election)	GB
4/20/22	Final draft of budget presented to Board of Education, appointment of clerks and inspectors of elections for budget vote	GG, MF, GB, BOE
4/20/22	Adopt Budget and Approve Tax Report Card	BOE

4/18/22	Last day to submit petitions for propositions to be placed on the ballot	GB
4/19/22	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot	GB
4/19/22	Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day (i.e., through 5/10/22).	GB
4/20/22	Inform candidates of legal requirement for all candidates for election to Board of Education and Library Board to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote date	GB
4/20/22	BOCES Administrative Vote and Board Member Election	BOE
TBD	DCMO BOCES Annual Meeting – location and Time, TBD	GG
4/21/22	Budget Newsletter and 6-Day Budget Notice sent to PrintShop today	MF, GB
4/22/2022	Districts must distribute military ballots no later than 25 days before the vote.	
4/25/22	Property Tax Report Card must be submitted to SED using the State Aid Management System (SAMS) by the end of the next business day following adoption of the report card but no later than 24 days prior to Budget Vote. Day 24 falls on Saturday 4/23. SED will accept submissions through Monday 4/25. Property Tax Report Card must be transmitted to local newspapers of general circulation.	MF
4/26/22	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before Budget Hearing date and at least 14 days before the Budget Vote (i.e., through 5/5/22).	GB
4/26/22	3 <sup>rd</sup> Budget Notice Publication	GB, MF
4/30/22	Budget Newsletter mailed today	GB
<b><u>May 2022</u></b>		
5/2/22 – 5/17/22	Mail district newsletter (include full disclosure information)	GB, GG, MF
5/2/22	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before Budget Hearing date and at least 14 days before the Budget Vote.	GB
5/5/22	Hold Budget Hearing 7-14 days prior to Budget Vote Day. Budget Statement (including required attachments) must be made available. <i>The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.</i>	GG, MF, GB
5/10/22	Last day to accept absentee ballot applications to be returned by mail. Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day. (Public posting no longer required)	GB
5/10/22	4 <sup>th</sup> (and final) Budget Notice Publication	GB, MF
5/11/22	Mail budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote day.	GB
5/14/22 – 5/18/22	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not	GB

	previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the Board of Education and Library Board	
5/16/22	Last day to accept absentee ballot applications to be delivered personally. District Clerk must maintain list of the names of all individuals provided with absentee ballots. List is subject to public inspection and legal challenge until the day of election. (Public posting no longer required)	GB
5/17/22	Statewide Annual Meeting/Board Election/Budget Vote Day (until 9:00 PM). The sole purpose of the meeting is the Uniform Statewide Budget Vote and Board of Education election.	GB, BOE
<b><u>June 2022</u></b>		
6/3/22	Regular Board of Education Meeting @7:00 PM	GB, BOE
6/6/22	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on Board of Education and Library Board	GB
6/16/22	Board of Education Regular Meeting	GB
6/21/22	Statewide budget revote day	BOE
<b><u>July 2022</u></b>		
7/1/22	Implement 2022-23 Budget	MF, GG