

2023-2024 Annual Budget Calendar

<u>DATE</u>	<u>BUDGET FUNCTION</u>	<u>RESP.</u>
<u>January 2023</u>		
1/09/23	Finance Committee reviews preliminary budget overview (tax cap, projected aid and preliminary budget presentation by budget builders).	MF, GG
1/19/23	Board of Education Business Meeting	BOE
<u>February 2023</u>		
2/02/23	Board of Education Reports and Presentation Meeting	BOE
2/06/23	Finance Committee reviews budget overview (preliminary budget forecast and budget assumptions). 7:00 PM	MF, GG
2/16/23	Board of Education Business Meeting	BOE
2/16/23	Present 2023-24 preliminary budget forecast and budget assumptions to the Board of Education.	MF, GG
<u>March 2023</u>		
3/1/23	Submit 2023-2023 calculation for tax levy limit to Office of State Comptroller, Tax & Finance & SED (single submission to OSC only).	GG
3/02/23	Board of Education Reports and Presentation Meeting	BOE
3/06/23	Finance Committee Meeting, 7:00 PM	MF, GG
3/16/23	Finance Committee – Present the following 2023-2024 budget information: <ul style="list-style-type: none"> • operational and general support budget for review and comment (Operations & Maintenance, Transportation and General Support). • debt service and employee benefits budget for review and comment. • instructional and special education budget for review and comment. 	MF, GG
3/16/23	Board of Education Meeting @7:00 PM Approve Legal Notice of school budget hearing and budget vote.	GB, BOE
3/28/23 – 3/31/23 (for first publication)	Budget Notice to Newspapers; 4 publications – 3/29, 4/10, 4/24, 5/8 <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, 2023). Notice should appear in 2 general circulation newspapers. If no such newspapers exist in the district, the notice should be posted in at least 23 public places at least 45 days in advance of the Budget Vote.</i>	GB
3/29/23	1 st Budget Notice Publication. No later than March 31, 2023.	GB
<u>April 2023</u>		
4/1/23	Board of Education Petitions and Absentee Ballot Applications available	GB
4/3/23 - 4/25/23	Finalize 2023-24 educational plan and budget (including BOCES budget) before April 27, 2023 due date for Property Tax Report Card.	MF, GG
4/3/23 – 4/30/23	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 5/16/23).	GB
4/10/23	2 nd Budget Notice Publication	GB
4/10/23	Finance Committee Meeting, 7:00 PM.	MF, GG
4/17/23	Deadline for submission of petitions for nominations of BOE candidates (30 days before election)	GB
4/17/23	Last day to submit petitions for propositions to be placed on the ballot	GB
4/17/23	First sworn statement by Board candidates filed with the District Clerk.	GB
4/18/23	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot	GB

4/18/23	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 5/10/23).	GB
4/18/23	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
4/21/2023	Districts must distribute military ballots no later than 25 days before the vote.	
4/24/23	3 rd Budget Notice Publication	GB
4/24/23	Board of Education Meeting	BOE
4/24/23	Final draft of budget presented to Board of Education, appointment of clerks and inspectors of elections for budget vote	GG, MF, GB, BOE
4/24/23	Adopt Budget and Approve Tax Report Card	BOE
4/24/23	BOCES Administrative Vote and Board Member Election	BOE
TBD	DCMO BOCES Annual Meeting – location and Time, TBD	GG
4/25/23	Budget Newsletter and 6-Day Budget Notice sent to PrintShop today	MF, GB
4/25/23	Districts must transmit “property tax report card” to SED by the end of the next business day following its approval by the school board, but not later than the 24th day before the budget vote. (The 24th day before the Budget Vote falls on Saturday, April 22nd. Therefore, best practice would be to transmit the real property tax report card to SED by Friday, April 21, 2023. However, if a particular school board does not meet until April 21, 2023 to approve the property tax report card, then pursuant to the General Construction Law, the report card could be transmitted on Monday, April 24, 2022)	MF
4/26/23	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 5/5/23).	GB
4/30/23	Budget Newsletter mailed.	GB
<u>May 2023</u>		
5/2/23 – 5/16/23	Mail district newsletter (include full disclosure information)	GB, GG, MF
5/2/23	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
5/4/23	Board of Education Reports and Presentation Meeting	BOE
5/4/23	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
5/08/23	4 th (and final) Budget Notice Publication	GB, MF
5/10/23	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
5/10/23	Mail budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote day.	GB
5/11/23	Second sworn statement by Board candidates filed with the District Clerk.	GB

5/14/23 – 5/18/23	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 and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the Board of Education and Library Board	GB
5/15/23	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
5/16/23	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
5/16/23	Board of Education Business Meeting	BOE
<u>June 2023</u>		
6/1/23	Board of Education Reports and Presentation Meeting @7:00 PM	GB, BOE
6/5/23	Last date to file with District Clerk and Commissioner of Education third and final sworn statement of campaign contributions by candidates for membership on Board of Education and Library Board	GB
6/15/23	Board of Education Business Meeting	GB
6/20/23	Statewide budget revote day	BOE
<u>July 2023</u>		
7/1/23	Implement 2023-24 Budget	MF, GG