

2024-2025 Budget Preparation Calendar - Draft

<u>DATES</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
11/06/2023	Distribute budget worksheets and budget guidelines to staff for budget development	Bus. Admin
12/18/2023	All budget summaries, including requisitions and CO-OP, due in Business Office	Staff
1/02/2024	Compilation of budget requests due to Superintendent	Bus. Admin
1/11/2024 Thurs	BOE MTG—Budget Forum Discussions	Supt., Bus. Admin and Board
1/25/2024 Thurs	BOE MTG—review of <u>Preliminary Cafeteria Budget</u>	Supt., Bus. Admin and Board
2/08/2024 Thurs	BOE MTG - Budget Review <u>Draft #1</u>	Supt., Bus. Admin and Board
2/22/2024 Thurs	BOE MTG— <u>Tax Cap/Projecting Revenues</u>	Supt., Bus. Admin and Board
3/14/2024 Thurs	BOE MTG – <u>Reserves/Fund Balance</u>	Supt., Bus. Admin and Board
3/28/2024 Thurs	BOE MTG – <u>Final Draft of Budget</u>	Supt., Bus. Admin and Board
4/05/2024 Fri	46 days - <u>First publication</u> in newspaper Legal Notice	District Clerk
4/17/2024 Wed	BOE MTG— <u>BOCES Candidate Vote/ Property Tax Report Card</u>	Supt., Bus. Admin and Board
4/19/2024 Fri	<u>Second publication</u> in the newspaper	District Clerk
4/22/2024 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 (D. Heroux's seat expires 6/30/24)	
4/26/2024 Fri	<u>Third publication</u> in the newspaper	District Clerk
4/29/2024 Mon	Property Tax Report Card submitted to SED (due 4/29) Submitted to newspaper for publication	Bus. Admin District Clerk
5/02/2024 Thurs	<u>Mail brochure</u> to ensure public informed of dates	District Clerk
5/06/2024 Mon	Informational Session - Woodgate Library	Supt., Bus. Admin and Board
5/07/2024 Tues	Informational Session - Big Moose Fire Station	Supt., Bus. Admin and Board
5/07/2024 Tues	<u>Budget Documents available</u> to the public	Superintendent
5/08/2024 Wed	Board of Voter Registration, 4-8:00 p.m.	District Clerk
5/09/2024 Thurs	Regular BOE MTG	
5/10/2024 Fri	<u>Fourth publication</u> in newspaper	District Clerk
5/14/2024 Tues	<u>Budget hearing</u> in Gym, 7:00 p.m.	Board of Education
5/15/2024 Wed	<u>Mail Postcard</u>	District Clerk
5/21/2024 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
5/23/2024 Thurs	Regular BOE MTG	