

2022-2023 Budget Preparation Calendar

<u>DATES</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
11/1/2021	Distribute budget worksheets and budget guidelines to staff for budget development	District Treasurer
12/17/2021	All budget summaries, including requisitions and CO-OP, due in Business Office	Staff
1/3/2022	Compilation of budget requests due to Superintendent	District Treasurer
1/13/2022 Thursday	BOE MTG—Budget Forum Discussions	Supt., Treasurer and Board
1/27/2022 Thursday	BOE MTG—review of <u>Preliminary Cafeteria</u> Budget	Supt., Treasurer and Board
2/10/2022 Thursday	BOE MTG - Budget Review <u>Draft #1</u>	Supt., Treasurer and Board
2/24/2022 Thursday	BOE MTG— <u>Projecting Revenues</u>	Supt., Treasurer and Board
3/10/2022 Thursday	BOE MTG – <u>Fund Balance/Reserves/Draft #2</u>	Supt., Treasurer and Board
3/24/2022 Thursday	BOE MTG – Final Draft of Budget & Property Tax Report Card	Supt., Treasurer and Board
4/01/2022 Friday	49 days - <u>First publication</u> in newspaper Legal Notice	District Clerk
4/15/2022 Friday	<u>Second publication</u> in the newspaper	District Clerk
4/18/2022 Monday	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)	
4/25/2022 Monday	Property Tax Report Card submitted to SED (due 4/25) Business day immediately following its approval by board but no later than 24 day prior to the date of the vote.	Treasurer
	*Submitted to newspaper for publication Appear in newspaper 4/29 (Express)	District Clerk
4/28/2022 Thursday	BOE MTG— <u>BOCES Candidate Vote/ Estimated Tax Rates</u>	Supt., Treasurer and Board
4/29/2022 Friday	<u>Third publication</u> in the newspaper	District Clerk
5/02/2022 Monday	<u>Mail brochure</u> re:Budget hearing date-to public to ensure public is informed	District Clerk
5/02/2022 Monday	<u>Budget Documents available</u> to the public	Superintendent
5/04/2022 Wednesday	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
5/06/2022 Friday	<u>Fourth publication</u> in newspaper	District Clerk
5/10/2022 Tuesday	<u>Budget hearing</u> in Gym, 7:00 p.m.	Board of Education
5/11/2022 Wednesday	<u>Mail Postcard</u> after hearing but no later than 6 days before vote	District Clerk
5/17/2022 Tuesday 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
5/26/2022 Thursday	Regular BOE MTG	