

BUDGET DEVELOPMENT CALENDAR

2023-2024

Tuesday, December 06, 2022	Regular Board Meeting – Review and adopt Budget Development Schedule.
Monday, January 2, 2023	Discuss proposed Building Budgets at Administrative Council Meeting.
Friday, January 6, 2023	Bid requisitions due to BOCES (custodial supplies, diesel, fuel oil, gas, propane).
Friday, January 20, 2023	Bid requisitions due to BOCES (art, construction & institutional paper, teaching aids, general school & office supplies, and printed envelopes).
Monday, January 23, 2023 - Friday, January 27, 2023	Building & Department Meetings with Javier Perez & Danielle McAfee.
Friday, February 3, 2023	Bid requisitions due to BOCES (athletics, science, health & transportation supplies).
Friday, February 10, 2023	Administrative Building Budgets due. Bid requisitions due to BOCES (AV, furnishings, musical instruments & supplies, technology & shop, computer supplies, xerographic paper & wire).
February 13-17, 2023	Administrative & District Level Budgets final review.
Tuesday, March 1, 2023	Submit information to calculate tax levy limit on Office of State Comptroller's website.
Monday, March 6, 2023	Regular Board Meeting – Board Budget Workshop #1.
Monday, March 20, 2023	Regular Board Meeting - Board Budget Workshop #2.
Friday, March 31, 2023	Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. 1 st advertisement for Budget Vote (must advertise 4 times within 7 weeks with 1 st occurring at least 45 days prior to Budget Vote).
Monday, April 3, 2023	Regular Board Meeting – Adopt Budget and the Property Tax Report Card by resolutions. Submit Property Tax Report Card to SED (within 24 hours of Budget Adoption) and information to the Press Republican.
Tuesday, April, 11, 2023	2 nd advertisement for Budget Vote.
Monday, April 17, 2023	3 rd advertisement for Budget Vote.

Petitions for Board Candidates due by 5:00 p.m. (no later than 30 days prior to Budget Vote).

Inform candidates of legal requirement for all candidates for election to Board of Education 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 30 days prior to vote date.

Tuesday, April 4, 2023

Budget Newsletter to BOCES for printing (at least 1 week prior to mail).

Monday, May 1, 2023

Budget Statement and required attachments available in all District buildings, public library and on District's website (available at least 7 days before Budget Hearing date and at least 14 days prior to Budget Vote).

Budget Newsletter mailed.

Monday, May 1, 2023

Electronic submission of Administrative Salary Disclosure to SED (within 5 days after preparation).

Tuesday, May 8, 2023

Official Public Hearing – 5:30 p.m. at District Office (7 to 14 days prior to Budget Vote Day.) The budget must be presented in 3 components: Administrative, Program and Capital.

Wednesday, May 9, 2023

Budget Notice mailed to all District residents (the day after Budget Hearing and no later than 6 days prior to Budget Vote).

Friday, May 5, 2023

4th advertisement for Budget Vote.

Thursday, May 11, 2023

Second sworn statement of campaign contributions or loans by candidates for membership on the BOE and Library Board to be filed with the District Clerk and the Commissioner of Education five days prior to vote date.

Tuesday, May 16, 2023

Official Annual Meeting / Budget Vote / Board Election – 12:00 p.m. to 8:00 p.m. at Morrisonville Elementary School.