

2023-2024 BUDGET CALENDAR

September 26, 2022

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
September 26 BOE Meeting	External Audit Presentation - 2021-2022 Adoption of Audit by BOE Adopt Budget Calendar – 2023-2024	Auditors, Grossman St. Amour Superintendent BOE Assoc. Supt. For Business Serv.
September 30	File Annual Financial Rpt. ST-3	Business Office - Treasurer
November 22	Distribute information on current BOCES Services to Directors & Cabinet	Assoc. Supt. for Business Serv. Treasurer
December 7 (Admin Mtg)	Principals & Directors meeting to kick off Building and Departmental Budgets	Assoc. Supt. for Business Serv. Assoc. Supt. For Instruction
December 9	Complete Initial BOCES Services	Cabinet Business Office
December 19 BOE Meeting	Budget Assumptions – 2023-2024	Superintendent BOE Assoc. Supt. for Business Serv.
January 20	Salary Projections and Initial BOCES Service Requests Submitted to Treasurer Building & Department Budgets Completed (Non- Personnel Only)	HR (Salary Projections) Cabinet & Directors (BOCES Requests) Principals & Directors (All Areas)
January (Before 1/23)	Budget Process Status	BOE Budget Sub Committee Cabinet
January 23 BOE Meeting	Fund Balance & Reserves Projections Governor’s Budget Proposal Preliminary Tax Cap Calculation	Superintendent BOE Assoc. Supt. for Business Serv.

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
February 1 to February 17	Principal & Director Budget Review sessions including Staffing Requests	Cabinet Principals & Directors Treasurer
February 3	Contact Salina Library – Tax Levy Jeannine Chubon, Director	Treasurer District Clerk
February 10	Initial BOCES Budget reviewed by Cabinet	Cabinet Assoc. Supt. for Business Serv. Treasurer
February 17	Expenditure (BAU) Line Item Budget 2023-2024 Reviewed by Cabinet	Cabinet Assoc. Supt. for Business Serv. Treasurer
February (Before 2/27)	Budget Process Status	BOE Budget Sub Committee Cabinet
February 27 BOE Meeting	Initial Budget Presentation	Superintendent BOE Assoc. Supt. for Business Serv.
March 1 to March 17	<u>Director/Departmental Budget Reviews:</u> Administrative, Benefits, Debt Services Athletics & Co-Curricular ELA & Elementary Education Maintenance & Operations Math Music & Art Prof. Dev., ENL, LOTE & Library Pupil Personnel Services & Special Ed Science, Tech Ed, FACS & Health Social Studies & SEL Technology Transportation	Cabinet Directors Treasurer
March 20 to March 24	Special Education Staffing Review (Circles & Triangles)	Greg Stone, Dir of Elementary Elementary Principals Special Education Directors
March (Before 3/20)	Budget Process Status	BOE Budget Sub Committee Cabinet

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
March 20 BOE Meeting	Budget Update Final Tax Cap Calculation Approve Bus Bond Proposition Notice of Budget Hearing/Election Includes Salina Library & Bus Bond Prop.	Superintendent BOE Assoc. Supt. for Business Serv.
March 22 (Admin. Mtg)	Principal & Director Update Meeting	Superintendent Assoc. Supt. for Business Serv.
March 27-31	Shared Staffing Mtg: (Secondary Only) Staff Reconciliation Meetings: (Elementary, Middle, NSJH/CNS) (Final Proposed Staffing)	Cabinet Principals Directors
March 30	BOCES Service Requests Notice of Budget Hearing/Election to Post Standard	Cabinet Directors District Clerk
April 1	Board Candidate Biographies Due	District Clerk
April 6	Notice of Budget Hearing/Election to Post Standard	District Clerk
April (Before 4/10)	Budget Process Status	BOE Budget Sub Committee Cabinet
April 10 BOE Meeting	Budget Proposal based on final approved State Aid Formal Adoption of 2023-2024 Budget & Property Tax Report Card	Superintendent BOE Assoc. Supt. for Business Serv.
April 11	Send Budget Notice Print Shop/BOCES BOCES sends copies to mailing service for mailing on May 3 rd	Assoc. Supt. For Business Serv.
April 11 to May 15	Budget Presentations to staff and community	Assoc. Supt. for Business Serv.
April 13	Notice of Budget Hearing/Election to Post Standard	District Clerk

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
April 14	Budget Dispatch Sent to Printer	School Information Officer
April 17	Last day to submit petitions for propositions to be placed on ballot Submission of Petitions to BOE candidates – deadline of 30 days prior to budget vote	District Clerk
April 17 to May 9	Mailing ballots – Clerk must mail an absentee ballot for every qualified voter who requests one. Must be mailed no earlier than 30 days or later than 7 days prior to election day	District Clerk
April 18	Board of Education Petitions Due	District Clerk
April 20	Notice of Budget Hearing/Election to Post Standard	District Clerk
April 21	Property Tax Report Card – Submit to SED/newspapers no later than 24 days before the vote.	Assoc. Supt. for Business Serv. Cabinet District Clerk
April 24 BOE Meeting	BOCES Election & Administrative Budget Vote Mail Budget Dispatch & Copies to DO	Superintendent BOE Assoc. Supt. for Business Serv. School Information Officer
April 25	Public Hearing Packets made available to public and each school 7 days prior to Budget Hearing	Assoc. Supt. For Business Serv.
May 2	BUDGET HEARING (Not Less Than 7 or More than 14 Days Prior to Vote) Administrator Compensation Disclosure Available and transmitted to SED via SAMS	BOE Treasurer
May 3 to May 10	School Budget Notice – mail after Budget Hearing, but not later than six (6) days before Budget Vote	Assoc. Supt. for Business Serv.
May 16	BUDGET VOTE ANNUAL MEETING & ELECTION	