

2024-2025 BUDGET CALENDAR

October 10, 2023

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
October 10 BOE Meeting	External Audit Presentation – 2022-2023 Adoption of Audit by BOE Adopt Budget Calendar – 2024-2025	Auditors, Grossman St. Amour Superintendent BOE Assoc. Supt. For Business Serv.
October 13	File Annual Financial Rpt. ST-3	Business Office - Treasurer
November 22	Distribute information on current BOCES Services and link to 2024-2025 BOCES Service Guide to Directors & Cabinet	Assoc. Supt. for Business Serv. Treasurer
December 6 (Admin Mtg)	Principals & Directors meeting to kick off Building and Departmental Budgets	Assoc. Supt. for Business Serv. Assoc. Supt. For Instruction
December 15	Complete Initial BOCES Services request	Cabinet Treasurer
December 18 BOE Meeting	Budget Assumptions with Fund Balance and Reserves – 2024-2025	Superintendent BOE Assoc. Supt. for Business Serv.
January 19	Salary Projections and Initial BOCES Service Requests Submitted to Treasurer Building & Department Budgets Completed and Entered into WinCap (Non- Personnel Only)	HR (Salary Projections) Cabinet & Directors (BOCES Requests) Principals & Directors (All Areas)
February 1 to February 16	Principal Budget Review sessions including Staffing Requests with Directors	Cabinet Principals & Directors Treasurer
February (Before 2/5)	Budget Process Status	BOE Budget Sub Committee Cabinet

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
February 5 BOE Meeting	Governor's Budget Proposal Preliminary Tax Cap Calculation	Superintendent BOE Assoc. Supt. for Business Serv.
February 5	Contact Salina Library – Tax Levy Jeannine Chubon, Director	Treasurer District Clerk
February 20	Initial BOCES Budget reviewed by Cabinet Preliminary Expenditure Budget 2024-2025 Reviewed by Cabinet	Cabinet Assoc. Supt. for Business Serv. Treasurer
February (Before 2/26)	Budget Process Status	BOE Budget Sub Committee Cabinet
February 26 BOE Meeting	Initial Budget Presentation	Superintendent BOE Assoc. Supt. for Business Serv.
March 1 to March 15	<u>Director/Departmental Budget Reviews:</u> Administrative, Benefits, Debt Services Athletics, & Health Services Co-Curricular, Music & Art ELA & Elementary Education Maintenance & Operations Math Prof. Dev., ENL & LOTE Pupil Personnel Services & Special Ed Science, FACS & Health Ed Social Studies, SEL & Counselors Technology & Library Transportation	Cabinet Directors Treasurer
March (Before 3/18)	Budget Process Status	BOE Budget Sub Committee Cabinet
March 18 BOE Meeting	Budget Update Final Tax Cap Calculation Approve Vehicle Bond Proposition Notice of Budget Hearing/Election Includes Salina Library & Bus Bond Prop.	Superintendent BOE Assoc. Supt. for Business Serv.

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
March 19 to April 16	Special Education Staffing Review (Circles & Triangles) – reviewed weekly at Cabinet	Greg Stone, Dir of Elementary Elementary Principals Special Education Directors
March 25-29	Shared Staffing Mtg: (Secondary Only) Staff Reconciliation Meetings: (Elementary, Middle, NSJH/CNS) (Final Proposed Staffing)	Cabinet Principals Directors
March 26	BOCES Service Requests Reviewed by Cabinet	Cabinet Directors
April 3 (Admin. Mtg)	Principal & Director Update Meeting	Superintendent Assoc. Supt. for Business Serv.
April 4	Notice of Budget Hearing/Election to Syracuse.com	District Clerk
April (Before 4/17)	Budget Process Status	BOE Budget Sub Committee Cabinet
April 17 BOE Meeting	Budget Proposal based on final approved State Aid Formal Adoption of 2024-2025 Budget & Property Tax Report Card BOCES Election & Administrative Budget Vote	Superintendent BOE Assoc. Supt. for Business Serv.
April 18	Send Budget Notice Print Shop/BOCES BOCES sends copies to mailing service for mailing on May 8th Notice of Budget Hearing/Election to Syracuse.com	Assoc. Supt. For Business Serv. District Clerk
April 18 to May 16	Budget Presentations to staff and community (virtual & in person)	Assoc. Supt. for Business Serv. Cabinet

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
April 22	Last day to submit petitions for propositions to be placed on ballot Board Candidate Biographies Due Submission of Petitions by BOE candidates – deadline of 30 days prior to budget vote	District Clerk
April 22 to May 14	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 23	Budget Dispatch Sent to Printer	School Information Officer
April 26	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 30	Public Hearing Packets made available to public and each school 7 days prior to Budget Hearing Mail Budget Dispatch & Copies to DO	Assoc. Supt. For Business Serv. School Information Officer
May 2	Notice of Budget Hearing/Election to Syracuse.com	District Clerk
May 7	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 8 to May 15	School Budget Notice – mail after Budget Hearing, but not later than six (6) days before Budget Vote	Assoc. Supt. for Business Serv.
May 16	Notice of Budget Hearing/Election to Syracuse.com	District Clerk
May 21	BUDGET VOTE ANNUAL MEETING & ELECTION	