

FINAL

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## 2023-2024 Budget Calendar

<b>Due Date</b>	<b>Task</b>	<b>Responsibility</b>
11/14/22	<b>BOE Meeting:</b> Budget Calendar presented for Board approval	Thomas Finnerty
12/16/22	Submit BOCES initial request for services	Thomas Finnerty
12/19/22	<b>BOE Meeting</b>	Board of Education
12/19/22	Budget request forms, instructions and materials issued to administrators, supervisors and department leaders.	Thomas Finnerty
01/20/23	Budget forms due from administrators, supervisors and department leaders	Thomas Finnerty
01/23/23	<b>BOE Meeting</b>	Board of Education
01/31/23	Receive Governor's budget proposal (approximate date)	Thomas Finnerty & Chris DiFulvio
02/13/23	(IF NEEDED) Budget Work Session	ALL
02/27/23	<b>BOE Meeting:</b> Board of Education adopts annual vote resolution.	Board of Education
03/01/23	Certification of Tax Levy Limit	Thomas Finnerty & Chris DiFulvio
03/06/23	(IF NEEDED) Budget Work Session	ALL
03/20/23	<b>BOE Meeting</b>	Board of Education
** 04/01/23	Legal notice of school budget hearing and budget vote published (must advertise four times within seven weeks of the vote with the first notice 45 days prior to the vote).	Board Clerk
04/14/23	Submit final BOCES Service Request forms.	Thomas Finnerty
** 04/16/23	Deadline for submission of nominations by BOE candidates. (30 days prior to vote)	Board Clerk
04/17/23	Prepare absentee ballot applications and absentee ballots.	Board Clerk
04/17/23	Vote on BOCES Administrative Budget (if meeting same night)	Board of Education
04/17/23	<b>BOE Meeting - Board Adopts Proposed Budget</b>	Board of Education
04/18/23	Submit Property Tax Report Card and Administrative Salary Disclosure to SED (within 24 hours of Budget Adoption)	Thomas Finnerty
05/02/23	Budget Statement and required attachments made available, upon request. (14 days prior to vote/7 days prior to budget hearing)	Thomas Finnerty
05/09/23	Annual Budget Hearing presentation. (7 days prior to vote)	Thomas Finnerty & Chris DiFulvio
05/10/23	Budget Notice mailed to all eligible voters of the district.	Thomas Finnerty
05/16/23	<b>BOE Meeting:</b> Budget Vote and Board of Education Election	Board of Education

\*\* If any of these dates falls on a weekend or holiday, the deadline becomes the next business day.