

## WEBSTER CENTRAL SCHOOL DISTRICT

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Date: 10/31/2023

### 2024-25 Budget Development Calendar

November 14, 2023	Present 2024-25 preliminary budget forecast and budget assumptions to the BOE.
December 2023	Meet with directors to review budget guidelines and timelines.
Dec.-Jan. 23/24	Meet with individual administrators and directors.
January 1, 2024	Open Community Budget ThoughtExchange
January 3, 2024	Long Range Planning and Reserve/Fund Balance Update
January 30, 2024	Close Community Budget ThoughtExchange
January 31, 2024	Building budgets and BOCES services requests due.
<b>February 6, 2024</b>	<b>Present draft tax levy limit to Board of Education. Review initial state aid and revenue budgets (governor's proposal) if available.</b>
<b>March 1, 2024</b>	<b>Tax levy limit calculation due to the Office of the State Comptroller.</b>
March 5, 2024	Present the B&G, transportation, debt service, benefits budgets, Review initial state aid and revenue budgets (governor's proposal) if necessary - Workshop #1
March 19, 2024	Present BOCES, special education, and instructional budgets. Present draft budget - Workshop #2
April 5, 2024	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote, with first publication 45 days before date of budget vote.
April 9, 2024	Present final state aid budget, final budget, projected revenues - Workshop #3
<b>April 16, 2024</b>	<b>Budget adoption by the BOE. Budget document available to the public, arrange for the pickup and return of voting machines with the Board of Elections contractor. April 23, 2024 is the last legal day to adopt.</b>

<b>April 17, 2024</b>	<b>Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 26, 2024. Also, submit property tax report card to the local newspaper within 24 hours of budget adoption.</b>
April 22, 2024	Deadline for submission of petitions for propositions to be placed on ballot (30 days preceding budget vote).
April 23, 2024	Deadline for submission of petitions for nominations of BOE candidates. Inform candidates of legal requirements for all candidates for election to the Board of Education to file sworn statements of campaign contributions and distribute May 1, 2024. Mail district newsletter, prepare voting machine inserts and transmit to county board of elections. Physically examine voting machines for ballot placement and sign statement at the board of elections. Budget statement and required attachments available online and at buildings.
<b>May 7, 2024</b>	<b>Budget Hearing</b>
May 8, 2024	Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote.
May 16-20, 2024	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the district clerk and commissioner of education within 24 hours of receipt by candidates for membership on the BOE and library board.
May 16, 2024	District clerk must maintain a list of names of those residents who were given absentee ballots and make such a list available for public inspection five days prior to the annual meeting except Sunday (public posting no longer required).
<b>May 21, 2024</b>	<b>Budget vote day (Annual Meeting)</b>
July 1, 2024	Implement the 2024-25 budget.