

**2022-2023 Budget Development Calendar**  
Cortland Enlarged City School District

Adopted by BOE on: November 23, 2021



<b>NOVEMBER 2021</b>		
Initial Budget Development Planning		
Thurs, Nov 18	Finance Com	Review Draft Budget Calendar Discuss Budget Priorities and Parameters
Tues, Nov 23	BOE Meeting	<ul style="list-style-type: none"> <li>• Present Budget Calendar to BOE</li> <li>• Adopt Budget Calendar</li> </ul>
<b>DECEMBER 2021</b>		
Meetings with budget builders to discuss budget goals and parameters		
Tues, Dec 14	BOE Meeting	<ul style="list-style-type: none"> <li>• Present long-term financial planning</li> <li>• Present BOCES service requests</li> </ul>
Thurs, Dec 16	Finance Com	Discuss initial meetings with budget builders Revise/Update Budget Priorities and Parameters
<b>JANUARY 2022</b>		
Initial budget requests by budget builders due by Mon, January 17 for review		
Tues, Jan 11	BOE Meeting	<ul style="list-style-type: none"> <li>• Present initial budget assumptions</li> <li>• Present Initial Salary Projections</li> </ul>
Thurs, Jan 20	Finance Com	Provide update on budget builder requests Long range planning
Tues, Jan 25	BOE Meeting	<ul style="list-style-type: none"> <li>• Present Debt Service and Employee Benefits Budget</li> </ul>
<b>FEBRUARY 2022</b>		
Meetings with budget builders to revise/update budget requests Final budget requests due by Monday, February 14		
Tues, Feb 8	BOE Meeting	<ul style="list-style-type: none"> <li>• Present Tax Levy Calculations</li> </ul>
Thurs, Feb 17	Finance Com	Provide update on budget development process Long range planning

<b>MARCH 2022</b>		
Preparation of Final Draft of 22-23 Budget		
Tues, Mar 1	Deadline	Submit 2021-22 calculation for tax levy limit to Office of State Comptroller, Tax & Finance, and SED
Tues, Mar 8	BOE Meeting	<ul style="list-style-type: none"> <li>• Present initial Revenue Budget (if available)</li> <li>• Present Operations &amp; Maintenance, Transportation Budgets</li> </ul>
Thurs, Mar 17	Finance Com	Provide update on budget development process
Tues, Mar 29	BOE Meeting	<ul style="list-style-type: none"> <li>• Present update on Revenue Budget</li> <li>• Present Instructional and Special Education Budgets</li> <li>• Present Draft of 2022-23 Budget</li> </ul>
Weds, Mar 30	Notice	1st publication of Legal Notice of school budget hearing and budget vote
<b>APRIL 2022</b>		
Final budget discussions		
Weds, Apr 13	Notice	2nd publication of Legal Notice of school budget hearing and budget vote
Mon, Apr 18	BOE Meeting	<ul style="list-style-type: none"> <li>• Present Final Draft of 2022-23 Budget</li> <li>• Adopt BOCES Budget</li> <li>• Adopt Property Tax Report Card</li> <li>• Appoint clerks and inspectors of elections</li> </ul>
Tues, Apr 19	Deadline	Property Tax Report Card submitted to SED within 24 hours of BOE adoption
Sat, Apr 23	Deadline	Arrange for the pickup and return of voting machines
Weds, Apr 27	Notice	3rd publication of Legal Notice of school budget hearing and budget vote
Weds, Apr 27	Deadline	Submission of petitions for nominations of BOE candidates.
Weds, Apr 27	Deadline	First sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education
Weds, Apr 27	Deadline	Submission of petitions for propositions to be placed on ballot

<b>MAY 2022</b>		
Budget Hearing and Budget Vote/BOE Election		
Tues, May 3	BOE Meeting	<ul style="list-style-type: none"> <li>• Budget Hearing</li> <li>• Meet the BOE Candidates</li> </ul>
Tues, May 3 - Tues, May 17	Notice	Budget Statement and required attachments must be made available upon request, at the Kaufman Center
Weds, May 4	Notice	Budget Notice mailed to district residents
Tues, May 10	Deadline	Absentee Ballots mailed to qualified voters who request one, no later than 7 days before vote/election
Weds, May 11	Notice	4th publication of Legal Notice of school budget hearing and budget vote
Weds, May 11 - Mon, May 16	Notice	List of names of those residents who were given absentee ballot is available for public inspection and legal challenge
Thurs, May 12	Deadline	Second sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education
Thurs, May 12 - Mon, May 16	Deadline	Sworn statements of campaign contributions or loans in excess of \$1,000, received by the 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 Board of Education
Tues, May 17	VOTE	Statewide annual meeting, board election, budget vote
<b>JUNE/JULY 2022</b>		
Tues, June 21	REVOTE	Statewide budget revote day
Fri, July 1	Notice	Implement 2022-23 Budget