

2023-2024 Budget Development Calendar
Cortland Enlarged City School District



Adopted by BOE on: October 18, 2022

Enlarged City School District

OCTOBER 2022		
Initial Budget Development Planning		
Tues, Oct 18	BOE Meeting	<ul style="list-style-type: none"> Present Budget Calendar to BOE Adopt Budget Calendar
Weds, Oct 19	Finance Com	Budget Development Process Discuss Budget Priorities and Parameters
NOVEMBER 2022		
Meetings with budget builders to discuss budget priorities and parameters BOCES initial budget planning begins		
Tues, Nov 8 (5:30pm)	Public Meeting #1	Budget Development Process Gather Feedback from Community
Tues, Nov 8	BOE Meeting	<ul style="list-style-type: none"> Present initial budget assumptions
Fri, Nov 18	Finance Com	Long-term planning
Tues, Nov 22	BOE Meeting	<ul style="list-style-type: none"> Present long-term financial plan
DECEMBER 2022		
Initial budget requests by budget builders due by Monday, December 19 for review		
Tues, Dec 13	BOE Meeting	<ul style="list-style-type: none"> Present initial BOCES service requests
Thurs, Dec 15	Finance Com	Payroll Projections
JANUARY 2023		
Review initial budget requests with budget builders		
Tues, Jan 10	BOE Meeting	<ul style="list-style-type: none"> Present initial payroll projections
Thurs, Jan 19	Finance Com	Tax Cap Calculation
Tues, Jan 24	BOE Meeting	<ul style="list-style-type: none"> Present Debt Service projections Present Employee Benefits projections

FEBRUARY 2023		
Final budget requests due by Friday, February 3		
Tues, Feb 7	BOE Meeting	<ul style="list-style-type: none"> • Present Tax Levy Calculations
Thurs, Feb 16	Finance Com	Revenue Budget planning
MARCH 2023		
Preparation of Final Draft of 23-24 Budget		
Wed, Mar 1	Deadline	Submit 2022-23 calculation for tax levy limit to Office of State Comptroller, Tax & Finance, and SED
Tues, Mar 7 (5:30pm)	Public Meeting #2	Budget Development Process Gather Feedback from Community
Tues, Mar 7	BOE Meeting	<ul style="list-style-type: none"> • Present initial Revenue budget (if available) • Present Operations & Maintenance and Transportation budgets
Thurs, Mar 16	Finance Com	Draft of Budget
Tues, Mar 28	BOE Meeting	<ul style="list-style-type: none"> • Present update on Revenue Budget • Present Instructional and Special Education budgets • Present Draft of 2023-24 Budget
Weds, Mar 29	Notice	1st publication of Legal Notice of school budget hearing and budget vote
APRIL 2023		
Final budget discussions		
Weds, Apr 12	Notice	2nd publication of Legal Notice of school budget hearing and budget vote
Mon, Apr 17	BOE Meeting	<ul style="list-style-type: none"> • Present Final Draft of 2023-24 Budget • Adopt BOCES Budget • Adopt Property Tax Report Card • Appoint clerks and inspectors of elections
Tues, Apr 18	Deadline	Property Tax Report Card submitted to SED within 24 hours of BOE adoption
Sat, Apr 22	Deadline	Arrange for the pickup and return of voting machines
Weds, Apr 26	Notice	3rd publication of Legal Notice of school budget hearing and budget vote

Weds, Apr 26	Deadline	Submission of petitions for nominations of BOE candidates.
Weds, Apr 26	Deadline	First sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education
Weds, Apr 26	Deadline	Submission of petitions for propositions to be placed on ballot
MAY 2023		
Budget Hearing and Budget Vote/BOE Election		
Tues, May 2	BOE Meeting	<ul style="list-style-type: none"> • Budget Hearing • Meet the BOE Candidates
Tues, May 2 - Tues, May 16	Notice	Budget Statement and required attachments must be made available upon request, at the Kaufman Center
Weds, May 3	Notice	Budget Notice mailed to district residents
Tues, May 9	Deadline	Absentee Ballots mailed to qualified voters who request one, no later than 7 days before vote/election
Weds, May 10	Notice	4th publication of Legal Notice of school budget hearing and budget vote
Weds, May 10 - Mon, May 15	Notice	List of names of those residents who were given absentee ballot is available for public inspection and legal challenge
Thurs, May 11	Deadline	Second sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education
Thurs, May 11 - Mon, May 15	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 16	VOTE	Statewide annual meeting, board election, budget vote
JUNE/JULY 2023		
Tues, June 20	REVOTE	Statewide budget revote day
Sat, July 1	Notice	Beginning of 2023-24 fiscal year. Budget implemented.