

**2024-2025 Budget Development Calendar**  
Cortland Enlarged City School District



Adopted by BOE on: September 26, 2023

Enlarged City School District

<b>SEPTEMBER 2023</b>		
Initial Budget Development Planning		
Tues, Sept 26	BOE Meeting	<ul style="list-style-type: none"> <li>• Present budget calendar to BOE</li> <li>• Adopt budget calendar</li> </ul>
<b>OCTOBER 2023</b>		
Meetings with budget builders to discuss budget priorities and parameters		
Tues, Oct 24	BOE Meeting	<ul style="list-style-type: none"> <li>• Present long-range financial plan</li> <li>• Present reserves update</li> </ul>
<b>NOVEMBER 2023</b>		
Budget builders meet with their staff to develop their budget requests		
Tues, Nov 28	Public	Present budget development process
Tues, Nov 28	BOE Meeting	<ul style="list-style-type: none"> <li>• Present debt service projections</li> </ul>
<b>DECEMBER 2023</b>		
Initial budget requests by budget builders due by Monday, December 18 for review		
Tues, Dec 19	BOE Meeting	<ul style="list-style-type: none"> <li>• Present initial BOCES service requests</li> </ul>
<b>JANUARY 2024</b>		
Review initial budget requests with budget builders		
Tues, Jan 23	BOE Meeting	<ul style="list-style-type: none"> <li>• Present initial payroll projections</li> <li>• Present employee benefits projections</li> </ul>
<b>FEBRUARY 2024</b>		
Final budget requests due by Friday, February 2		
Tues, Feb 27	BOE Meeting	<ul style="list-style-type: none"> <li>• Present tax levy calculations</li> </ul>
<b>MARCH 2024</b>		
Preparation of Final Draft of 24-25 Budget		
Fri, Mar 1	Deadline	Submit 2024-25 calculation for tax levy limit to Office of State Comptroller, Tax & Finance, and SED

Tues, Mar 26	BOE Meeting	<ul style="list-style-type: none"> <li>• Present revenue budget</li> <li>• Present draft of 2024-25 budget</li> </ul>
<b>APRIL 2024</b>		
Final budget discussions		
Weds, Apr 3	Notice	1st publication of Legal Notice of school budget hearing and budget vote
Weds, Apr 17	Notice	2nd publication of Legal Notice of school budget hearing and budget vote
Weds, Apr 17	BOE Meeting	<ul style="list-style-type: none"> <li>• Present final draft of 2024-25 budget</li> <li>• Adopt BOCES budget</li> <li>• Adopt Property Tax Report Card</li> <li>• Appoint clerks and inspectors of elections</li> </ul>
Thurs, Apr 18	Deadline	Property Tax Report Card submitted to SED within 24 hours of BOE adoption
Mon, Apr 22	Deadline	Submission of petitions for propositions to be placed on ballot
Fri, Apr 26	Deadline	Arrange for the pickup and return of voting machines
Tues, Apr 30 - Tues, May 21	Notice	Budget Statement and required attachments must be made available upon request, at the Kaufman Center
<b>MAY 2024</b>		
Budget Hearing and Budget Vote/BOE Election		
Weds, May 1	Notice	3rd publication of Legal Notice of school budget hearing and budget vote
Weds, May 1	Deadline	Submission of petitions for nominations of BOE candidates.
Weds, May 1	Deadline	First sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education
Tues, May 7	Notice	Voter Registration Day 3pm - 8pm at the Kaufman Center
Tues, May 7	Deadline	Military Ballots mailed to qualified voters, no later than 14 days before vote/election
Tues, May 7	BOE Meeting	<ul style="list-style-type: none"> <li>• Budget Hearing</li> <li>• Meet the BOE candidates</li> </ul>
Weds, May 8	Notice	Budget Notice mailed to district residents

Tues, May 14	Deadline	Absentee Ballots mailed to qualified voters who request one, no later than 7 days before vote/election
Weds, May 15	Notice	4th publication of Legal Notice of school budget hearing and budget vote
Weds, May 15 - Mon, May 20	Notice	List of names of those residents who were given absentee ballot is available for public inspection and legal challenge
Thurs, May 16	Deadline	Second sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education
Thurs, May 16 - Mon, May 20	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 21	VOTE	Statewide annual meeting, board election, budget vote
<b>JUNE/JULY 2024</b>		
Mon, June 10	Deadline	Third sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education
Tues, June 18	REVOTE	Statewide budget revote day
Mon, July 1	Notice	Beginning of 2024-25 fiscal year. Budget implemented.