



WEBSTER CENTRAL SCHOOL DISTRICT

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Date: 10/26/2022

2023-24 Budget Development Calendar

- December 6, 2022 Present 2023-24 preliminary budget forecast and budget assumptions to the BOE.
December 2022 Meet with directors to review budget guidelines and timelines.
Dec.-Jan. 22/23 Meet with individual administrators and directors.
January 1, 2023 Open Community Budget ThoughtExchange
January 3, 2023 Long Range Planning and Reserve/Fund Balance Update
January 30, 2023 Close Community Budget ThoughtExchange
January 31, 2023 Building budgets and BOCES services requests due.
February 14, 2023 Present draft tax levy limit to Board of Education. Review initial state aid and revenue budgets (governor's proposal) if available.
March 1, 2023 Tax levy limit calculation due to the Office of the State Comptroller.
March 14, 2023 Present the B&G, transportation, debt service, benefits budgets, Review initial state aid and revenue budgets (governor's proposal) if necessary - Workshop #1
March 28, 2023 Present BOCES, special education, and instructional budgets. Present draft budget - Workshop #2

April 1, 2023	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 11, 2023	Present final state aid budget, final budget, projected revenues - Workshop #3
April 17, 2023	Deadline for submission of petitions for propositions to be placed on ballot (30 days preceding budget vote).
April 17, 2023	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 informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education 30 days prior to vote date. Date for drawing by district clerk for determination of order for listing BOE candidates on the ballot or voting machine the following day.
April 18, 2023	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 21, 2023 is the last legal day to adopt.
April 19, 2023	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 24, 2023 (Delayed due to falling on a weekend this year). Also, submit property tax report card to the local newspaper within 24 hours of budget adoption.
May 1, 2023	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.
May 2, 2023	Budget Hearing
May 10, 2023	Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote.
May 10-15, 2023	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 15, 2023	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).
May 16, 2023	Budget vote day (Annual Meeting)
July 1, 2023	Implement the 2023-24 budget.