

## WEBSTER CENTRAL SCHOOL DISTRICT

Brian Freeman, Assistant Superintendent for Business  
119 South Avenue, Webster, NY 14580  
(585)216-0017  
brian\_freeman@webstercsd.org



Date: 11/20/2024

### 2025-26 Budget Development Calendar

December 10, 2024	Present 2025-26 preliminary budget forecast and budget assumptions to the BOE.
December 2024	Meet with directors to review budget guidelines and timelines.
Dec.-Jan. 24/25	Meet with individual administrators and directors.
January 1, 2025	Open Community Budget ThoughtExchange
January 7, 2025	Long Range Planning and Reserve/Fund Balance Update
January 30, 2025	Close Community Budget ThoughtExchange
January 31, 2025	Building budgets and BOCES services requests due.
<b>February 11, 2025</b>	<b>Present draft tax levy limit to Board of Education. Review initial state aid and revenue budgets (governor's proposal) if available.</b>
February 25, 2025	Present the B&G, transportation, debt service, benefits budgets, Review initial state aid and revenue budgets (governor's proposal) if necessary - Workshop #1
<b>March 1, 2025</b>	<b>Tax levy limit calculation due to the Office of the State Comptroller.</b>
March 18, 2025	Present BOCES, special education, and instructional budgets. Present draft budget - Workshop #2
April 4, 2025	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 8, 2025	Present final state aid budget, final budget, projected revenues - Workshop #3
April 21, 2025	Deadline for submission of petitions for propositions to be placed on ballot (30 days preceding budget vote).
April 21, 2025	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 April

21, 2025. 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.

**April 22, 2025**

**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 25, 2025 is the last legal day to adopt.**

**April 23, 2025**

**Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 28, 2025. Also, submit property tax report card to the local newspaper within 24 hours of budget adoption.**

**May 13, 2025**

**Budget Hearing**

May 13, 2025

Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote.

May 14-19, 2025

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 15-19, 2025

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 20, 2025**

**Budget Vote Day (Annual Meeting)**

July 1, 2025

Implement the 2025-26 budget.