

**HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT  
OF HUNTINGTON AND BABYLON**

**2023/24 BUDGET DEVELOPMENT CALENDAR**

OCTOBER 17, 2022	Present 2023/24 budget development calendar to Board of Education for adoption
NOVEMBER	Distribution of budget development packets to budget supervisors
DECEMBER 23	Deadline for all budget packets to be returned to Business Office from budget supervisors
JAN. – MAY 2023	Board of Education budget meetings as needed
JAN. - APRIL 2023	Development of 2023/24 staff projections (including federally funded positions)
FEBRUARY	Central Office Administrators review first draft of budget
MARCH 1	Property Tax Levy Cap info sent to the Office of the State Comptroller
MARCH 6	Board of Education motion to accept contents of Legal Notice
MARCH 6, 20	Board of Education budget presentations/discussions
MARCH 30, 31, APRIL 13, 14, 27, 28 MAY 11, 12	Publish Legal Notice of Annual Budget Meeting and Vote – Long Islander and Long Island Business News
APRIL 10	Preliminary budget submitted to Board of Education
APRIL 17	Deadline to submit to District Clerk petitions for Board of Education Trustee seats
APRIL 17	Presentation of final 2023/24 proposed budget, Board adoption of final 2023/24 proposed budget, and Board motion to accept Property Tax Report Card
APRIL 21	Property Tax Report Card submitted to SED and local newspapers
Week of APRIL 25	Budget Brochure information sent to printer and published on the District website
APRIL – MAY	Community and staff informational presentations on proposed budget
By MAY 1	Budget Brochure mailed to voters of the District
MAY 2	Budget statement and required attachments made available for public review at community libraries, schools and on website. Salary disclosure transmitted to SED.
MAY 8	Budget Hearing (legally required community budget presentation)
MAY 10	Budget Notice mailed to voters (legally required)
MAY 16	Annual Meeting – Budget Vote and Board of Education Trustee Elections