

## HALF HOLLOW HILLS CENTRAL SCHOOL DISTRICT

### 2024/25 BUDGET DEVELOPMENT CALENDAR

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| OCTOBER 23, 2023                                   | Present 2024/25 budget development calendar to Board of Education for adoption   |
| NOVEMBER 2023                                      | Distribution of budget development packets to budget supervisors   |
| DECEMBER 22, 2023                                  | Deadline for all budget packets to be returned to Business Office from budget supervisors  |
| JANUARY - MAY 2024                                 | Board of Education budget meetings as needed   |
| JANUARY - APRIL 2024                               | Development of 2024/25 staff projections (including federally funded positions)  |
| FEBRUARY 2024                                      | Central Office Administrators review first draft of budget   |
| MARCH 1, 2024                                      | Property Tax Levy Cap info sent to the Office of the State Comptroller   |
| MARCH 4, 2024                                      | Board of Education motion to accept contents of Legal Notice   |
| MARCH 4 & 18, 2024                                 | Board of Education budget presentations/discussions  |
| APRIL 4, 5, 18, 19, 2024<br>MAY 2, 3, 16, 17, 2024 | Publish Legal Notice of Annual Budget Meeting and Vote in two newspapers having general circulation: Long Islander and Long Island Business News                 |
| APRIL 9, 2024                                      | Preliminary budget submitted to Board of Education   |
| APRIL 16, 2024                                     | Presentation of final 2024/25 proposed budget, Board adoption of final 2024/25 proposed budget, and Board motion to accept Property Tax Report Card              |
| APRIL 17, 2024                                     | Property Tax Report Card submitted to SED and local newspapers   |
| APRIL 22, 2024                                     | Deadline to submit to District Clerk petitions for Board of Education Trustee seats  |
| APRIL 22, 2024<br>(week of)                        | Budget Brochure information sent to printer and published on the District website  |
| APRIL - MAY 2024                                   | Community and staff informational presentations on proposed budget   |
| MAY 7, 2024<br>(no later than)                     | Budget Brochure mailed to voters of the District   |
| MAY 7, 2024  | Budget statement and required attachments made available for public review at community libraries, schools and on website. Salary disclosure transmitted to SED. |
| MAY 13, 2024                                       | Budget Hearing (legally required community budget presentation)  |
| MAY 15, 2024                                       | Budget Notice (legally required) mailed to voters  |
| MAY 21, 2024                                       | Annual Meeting – Budget Vote and Board of Education Trustee Elections  |