

**2024
2025**

Phelps-Clifton Springs CSD

BUDGET DEVELOPMENT CALENDAR

12/1/2023

DATE	BUDGET DEVELOPMENT
November 13, 2023	Present Draft of Budget Development Calendar to BOE.
December 18, 2023	BOE to Adopt 2024-2025 Final Budget Development Calendar.
December 2023 / January 2024	Meet with building and district administrators, ongoing.
January 12, 2024	Administrators submit program budget recommendations.
February 12, 2024	Present 2024-25 Budget Presentation/Workshop #1 to BOE for review and comment.
March 1, 2024	Submit 2024-25 calculation for tax levy limit to Office of Comptroller, Tax and Finance & SED.
March 18, 2024	Present 2024-25 Budget Presentation/Workshop #2 to Board of Education for review and comment.
April 2 – April 6	First 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 15, 2024	Present 2024-25 Budget Presentation/Workshop #3 to BOE for review and comment (Final draft of 2024-25 Budget). Budget Adoption by Board of Education.
April 16, 2024	Property tax report card submitted to SED and local newspaper within 24 hours of adoption.
April 22, 2024	School board candidate nominating petitions and voter submitted petitions are due in the office of the district clerk by 5:00 p.m. 30 days before election.
April 24, 2024	Wayne-Finger Lakes Administrative Budget and Board Vote
May 8, 2024	Budget Hearing – Budget statement and required attachments available 7 days prior.
May 9, 2024	Budget Notice mailed to eligible voters.
May 21, 2024	Statewide annual meeting/ board election/ budget vote day.
May 22, 2024	Tentative BOE meeting in case budget is defeated on May 21.
June 18, 2024	Statewide budget re-vote day if previously defeated.