



Briarcliff Manor Union Free School District

2024-2025 BUDGET DEVELOPMENT CALENDAR

DATE

November 2023	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. Review budget status for potential increase/decrease.
December 2023	Meet with non-instructional budget supervisors to discuss first budget drafts (Operations & Maintenance, Technology and General Support). Meet with all related departments to discuss requests for 2024-2025 BOCES services. Principals meet with faculty to discuss Instructional Programs and item requests for the 2024-25 Program Budget. Administrators prepare Program, Staff and Facility Reports for review and discussion with the Superintendent.
January 18, 2024	Budget Work Session & Regular Board of Education Meeting General Budget overview and General Support review to Board of Education. Current year expense and revenue update used to project fund balance. Presentation of Long Range Financial Plan financial plan based on 2022–23 expenditures.
January 2024	Administrators to review budget with the Superintendent and Assistant Superintendent.
February 1, 2024	Budget Work Session & Regular Board of Education Meeting Budget update, discuss Governor's proposed budget with the Board of Education. Athletics Program, Technology Department, Operations and Maintenance and Transportation budget plans to be presented to the Board of Education.
February 15, 2024	Budget Work Session & Regular Board of Education Meeting High School, Middle School and Elementary School Program Review presentations. Special Education program presentation. Review of the Tax Levy Limit Calculation.
March 1, 2024	Assistant Superintendent will submit information to calculate Tax Levy Limit on the Office of the State Comptroller's website on or before March 1, 2024.
March 7, 2024	Budget Work Session & Regular Board of Education Meeting Presentation of the Superintendent's Recommended Proposed 2024-25 Budget.
March 21, 2024	Budget Work Session & Regular Board of Education Meeting Assistant Superintendent will supply the Board of Education with updated information on 2023-24 Employee Benefits costs and review the projected 2024-25 BOCES budget.
April 5, 2024	District Clerk publishes first publication of legal notice, time and location of school election, budget heading and budget vote. (Must advertise four times within seven weeks of the vote with first publication 45 - 49 days before the budget vote.)



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April 2024	District Clerk will prepare absentee ballot application, absentee ballots, related envelopes and directions to voters.
April 11, 2024	Budget Work Session & Regular Board of Education Meeting Board of Education adoption of the 2024-25 Budget. Budget Book available to the public in district buildings and on the district website.
April 12, 2024	Assistant Superintendent submits the Property Tax Report Card electronically to SED within 24 hours of Board of Education adoption of the 2024-25 Budget and submits to legal newspaper for general circulation.
April 19, 2024	Deadline for submission of Board of Education petitions due to the District Clerk's office by 5:00 pm. Absentee ballots available upon request. Second publication of legal notice, time and location of School Budget hearing & budget vote.
April 25, 2024	Budget Work Session & Regular Board of Education Meeting Board of Education to vote on the Putnam Northern Westchester BOCES Administrative Budget and Board candidates.
May 3, 2024	SED required salary disclosure form submitted electronically by the Assistant Superintendent. Third publication of legal notice, time and location of school budget hearing and budget vote.
May 9, 2024	Public Hearing & Regular Board of Education Meeting
May 8, 2024	Budget Notice mailed to residents including property tax report card. Budget newsletter available to the public.
May 14, 2024	Deadline to mail absentee ballots. Extended Evening Voter Registration Day until 7:30 pm
May 17, 2024	Fourth publication of legal notice School Budget Hearing and Budget Vote.
May 20, 2024	Deadline for application for absentee ballots if to be picked up
May 21, 2024	Budget Vote and Election of BOE candidates 6:00 am - 9:00 pm. Absentee voting ballots due by 5:00 pm.