

Chester Union Free School District
BUDGET DEVELOPMENT CALENDAR
FOR
2023-24

Sept./Oct	Board Guidelines to Superintendent
December 1	Instructions to Key Budget Makers
December 21	Budget Requests to Business Office
January 4	Staffing and Program Requests to BO / Superintendent
March 8	Superintendent's Presentation of Budget Priorities Review of District priorities Enrollment projections Staffing projections Facilities needs Max. Allowable Tax Levy
March 22	Transportation Debt Service Central Services Buildings & Grounds BOCES Administrative Services BOCES Instructional Services Athletics Technology
April 12	Elementary School Presentation Middle School High School Special Education Final Revenue Projections
April 20	Final Budget Overview Contingent Budget Review Board of Education Adopts Appropriations Budget <i>Tax Report Card to SED</i> <i>Vote on BOCES Budget and Candidates</i>

Legal Requirements (Ed Law section 2022)

- | | |
|------------------|---|
| April 17 | Petitions due by 5 p.m. for Board of Education Seats |
| April 28 | <i>“Hambletonian News” Sent to Printer</i> |
| May 2 | Budget Available to Public
<i>“Hambletonian News” Sent to Mailer</i> |
| May 9 | Legal Budget Hearing
Voter Registration |
| May 9 | <i>Postcard Mailed to Each Household (Six Day Notice)</i>
<i>“Hambletonian News” Sent to Post Office for Mailing</i> |
| May 16 (Tuesday) | Vote Day! |