



We Are BALDWIN

**2024
2025**

BUDGET

BUDGET DEVELOPMENT CALENDAR

| Date | Action |
|--------------------------------|--|
| October 11, 2023* | Present 2024/25 budget calendar to Board of Education for approval. |
| October 12, 2023 | Distribute budget packages to Administrators and Principals with budget parameters and guidelines. |
| December 2023/ January 2024 | Superintendent and Assistant Superintendent for Business meet with budget administrators/developers to review budget proposals. |
| December 13, 2023* | Update on 2024-25 budget development |
| January 17, 2024* | Update on 2024-25 budget development |
| February 7, 2024*** | Budget Work Session #1: Revenue: Administrative and Capital Components |
| March 1, 2024 | Submit 2024/25 tax levy limit calculation to the Office of the State Comptroller, Tax & Finance & SED. |
| March 13, 2024*** | Budget Work Session #2: Program Component; and Budget Work Session #3: Summary of Revenue; Summary of Administrative, Capital and Program Components |
| April 2-April 6, 2024 | Publish Legal Notice with date, time and place of hearing and budget vote. Must advertise four (4) times within seven (7) weeks with first publication at least forty-five (45) days before budget vote day, May 21, 2024. |
| April 2024 | Prepare absentee ballot applications, absentee ballot, related envelopes and directions; obtain and use locked ballot box for absentee ballots. |
| April 2024 | Appoint Election Inspectors and Clerks for budget vote day. |
| April 22, 2024 | Deadline for petitions; Board of Education, Library Board candidates and propositions. District Clerk advises candidates of the drawing date for ballot listing position. District Clerk advises candidates of their legal requirement to file sworn statements of campaign contributions. First sworn statement due to District Clerk and Commissioner of Education thirty (30) days prior to vote day; May 21, 2024. |
| April 16, 2024**** | Nassau BOCES Budget Vote and Election |
| April 17, 2024 | Board of Education adopts the 2024-2025 budget. Note: This is the final date for budget adoption by the Board of Education. |
| April 2024 | District Clerk performs drawing for Board of Education candidate ballot listing position. |
| April 18, 2024 | Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 26, 2024. |
| April 2024 | Transmit property tax report card to local newspapers. |
| April 19, 2024 | Budget statement and required attachments must be available, upon request, at each school building, office of administration, public library and on the district's website at least seven (7) days before the budget hearing and at least fourteen (14) days before budget vote day. In addition, the budget statement with attachments must be available at each voting location on budget vote day. |



We Are BALDWIN

**2024
2025**

BUDGET

BUDGET DEVELOPMENT CALENDAR

| | |
|---------------------------|---|
| May 8, 2024* | Board of Education: Budget Hearing. Conduct budget hearing seven (7) to fourteen (14) days before budget vote day. At the hearing the budget must be presented in plain language and in three components: Administrative, Program and Capital. |
| May 2024 | Conduct voter registration with Board of Registration. |
| No later than May 6, 2024 | Mail district newsletter (including full disclosure information). |
| May 7-14, 2024 | Prepare/finalize budget notice. Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to budget vote day. |
| May 2024 | Prepare voting machine inserts and transmit to Nassau County Board of Elections; physically examine voting machines for ballot placement and sign statement at the board of elections. |
| May 2024 | Conduct training of Election Inspectors and Clerks, as necessary. Coordinate election site logistics with Principals, Facilities and IT for budget vote day. |
| May 15-20, 2024 | District clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection and legal challenge five days prior to the annual meeting except Sunday. (Public posting is no longer required). |
| May 16, 2024 | Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education and Library Board to be filed with the District Clerk and Commissioner of Education; due five (5) days before budget vote day. |
| May 16-29, 2024 | Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within 24 hours of receipt by candidates for membership on the Board of Education and Library Board. |
| May 21, 2024 | Statewide Annual Budget Vote Day and Board of Education Trustee Election. |
| June 10, 2024 | Last date to file sworn statements of campaign contributions to the District Clerk and Commissioner of Education; final sworn statement of campaign contributions by candidates for membership on board of Education and Library Board |
| June 18, 2024 | Statewide Budget Revote Day. |
| July 1, 2024 | Implement 2023/24 budget. |

*Regular Board Meeting

**Board Budget Work Session Meeting

***Board Budget Work Session Meeting and Regular Board Meeting

****Board Nassau BOCES Budget Vote and Election Meeting



We Are BALDWIN

2024
2025

BUDGET DEVELOPMENT CALENDAR

BUDGET

Please refer to the following Board of Education Policies or Procedures:

| Policy or Procedure # | Title |
|-----------------------|--|
| Policy 1050 | Annual District Election and Budget Vote |
| Policy 1130 | News Media Relations |
| Procedure 1130 | News Media Relations |
| Policy 2120 | School Board Elections |
| Procedure 2120.2 | Voting Procedures |
| Policy 6110 | Budget Planning |
| Procedure 6110 | Budget Planning |