



We Are BALDWIN

**2023
2024**

BUDGET DEVELOPMENT CALENDAR

BUDGET

Date	Action
October 19, 2022*	Present 2023/24 budget calendar to Board of Education for approval.
October 20, 2022	Distribute budget packages to Administrators and Principals with budget parameters and guidelines.
December 2022/ January 2023	Superintendent and Assistant Superintendent for Business meet with budget administrators/developers to review budget proposals.
December 14, 2022*	Update on 2023-24 budget development
January 18, 2023*	Update on 2023-24 budget development
February 8, 2023***	Budget Work Session #1: Revenue: Administrative and Capital Components
March 1, 2023	Submit 2023/24 tax levy limit calculation to the Office of the State Comptroller, Tax & Finance & SED.
March 8, 2023***	Budget Work Session #2: Program Component; and Budget Work Session #3: Summary of Revenue; Summary of Administrative, Capital and Program Components
March 28-March 31, 2023	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 16, 2023.
April 2023	Prepare absentee ballot applications, absentee ballot, related envelopes and directions; obtain and use locked ballot box for absentee ballots.
April 2023	Appoint Election Inspectors and Clerks for budget vote day.
April 17, 2023	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 16, 2023.
April 18, 2023****	Nassau BOCES Budget Vote and Election
April 18, 2023	Board of Education adopts the 2023-2024 budget.
April 20, 2023	District Clerk performs drawing for Board of Education candidate ballot listing position.
April 20, 2023	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 22, 2023.
April 2023	Transmit property tax report card to local newspapers.
April 21, 2023	Note: This is the final date for budget adoption by the Board of Education.
April 26, 2023	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.



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May 3, 2023	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 2023	Conduct voter registration with Board of Registration.
May 4-10, 2023	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.
No later than May 5, 2023	Mail district newsletter (including full disclosure information).
May 2023	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 2023	Conduct training of Election Inspectors and Clerks, as necessary. Coordinate election site logistics with Principals, Facilities and IT for budget vote day.
May 10-15, 2023	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 11, 2023	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 11-15, 2023	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 16, 2023	Statewide Annual Budget Vote Day and Board of Education Trustee Election.
June 5, 2023	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 20, 2023	Statewide Budget Revote Day.
July 1, 2023	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



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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