

2024

2025

FORT EDWARD UFSD BUDGET CALENDAR

DATE

BUDGET DEVELOPMENT

OCTOBER 2023

- Present 2024-25 budget calendar and budget development procedures to the Finance Committee and Board of Education. **Tuesday, October 10, 2023.**
- Add Budget Calendar to Fort Edward Website – October 11, 2023**
- Meet with Fort Edward Leadership to outline budget guidelines, process, calendar set up department meetings (week of 12/4/23) – **October 20, 2023.**

NOVEMBER 2023

- Set-up nVision for 2024-25 budget w/ Dave Dearborn. **Monday, November 06, 2023.**
- nVision test projection – salaries – **November 13, 2023.**
- nVision budget development – **November 20, 2023.**

DECEMBER 2023

- Meet with Fort Edward Leadership department meetings (week of 12/4/23) – **December 04, 2023.**
- Budget development – **December 11-22, 2023**

JANUARY 2024

- January 08, 2024, Finance Committee/Board of Education Budget workshop #1:**
 - o Staffing
 - o Estimated Salaries – Teachers, Support Staff, Admin, Others
 - o Benefits (Medical & Dental, TRS, ERS, Social Security, Workers Comp, others)
 - o Special Education
 - o BOCES
 - o Debt Service
 - o Interfund Transfers

FEBRUARY 2024

- February 12, 2024, Finance Committee/Board of Education Budget workshop #2:**
 - o Revenue Update - State Aid Forecast, Tax Levy & Tax Cap
 - o Plant Operations & Maintenance
 - o Transportation
 - o Technology
 - o Athletics/Co-Curricular
 - o Equipment, Contractual and Supplies
 - o Estimated Draft Budget #1

MARCH 2024

- March 1, 2024, Submit 2024-25 calculation for tax levy limit to Office of Comptroller, Tax and Finance and SED.**

FORT EDWARD UFSD BUDGET CALENDAR

- March 11, 2024**, Finance Committee/Board of Education **Budget Workshop #3:**
 - Updated tax levy & tax cap
 - Administrative / program / Capital
 - School Food Service
 - Revenue update
 - Reserve plan
 - Propositions
 - Fund Balance Projection update
- March 25, 2024**, Finance Committee/Board of Education **Budget Workshop #4:**
 - Final Review of 2024-2025 Budget
 - Administrative / program / Capital
 - Estimated property tax
 - Fund Balance Projection update
 - Reserve plan
 - Propositions – final review and approval
- BOE adopts 2024-2025 School Budget **March 25, 2024**
- March 25, 2024**, Petitions for Open BOE seats made available.
- Property tax report card must be submitted to SED using SAMS & local newspaper within 24 hours of budget adoption **March 26, 2024**.

APRIL 2024

- 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
 - Annual Meeting and Election Notice #1 – **April 6, 2024**
 - Annual Meeting and Election Notice #2 – **April 20, 2024**
 - Annual Meeting and Election Notice #3 – **May 4, 2024**
 - Annual Meeting and Election Notice #4 – **May 18, 2024**
- Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots
- April 21, 2024**, Deadline for submission of petitions for propositions to be placed on ballot: (30 days preceding budget vote)
- April 21, 2024**, inform candidates of legal requirement for all candidates for election to Board of Education and Library Board to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote date

FORT EDWARD UFSD BUDGET CALENDAR

MAY 2024

- May 06, 2024**, District Budget Newsletter mailed to district residents, include full disclosure information.
- May 06, 2024**, Budget documents available to the public upon request, at each school building, public library, and the district's website at least 7 days before Budget hearing and 14 days before Budget Vote.
- Monday, May 13, 2024- BUDGET HEARING (BOE Meeting)**
- May 16-21, 2024**, District clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)
- Friday, May 17, 2024**, prepare voting machine inserts and transmit to county Board of Elections. Physically examine voting machines for ballot placement and sign statement at the board of elections.
- Tuesday, May 21, 2024, ANNUAL MEETING, UNIVERSAL SCHOOL BUDGET VOTE & BOE of ELECTION**

June 2024 Budget Revote

June 4, 2024	Publish legal notice for budget revote once each week in the 2 weeks before revote day, first publication 14 days before revote.
May 28 – June 4, 2024	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revote.
June 4 – June 11, 2024	Hold Budget Hearing 7-14 days prior to Budget Revote Day. Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.
June 12, 2024	Mail budget notice to voters the day after the hearing but no later than 6 days before revote day.
June 18, 2024	Statewide Budget Revote Day

****REVISED 09/18/2023****