



# Briarcliff Manor Union Free School District

## 2025-2026 BUDGET DEVELOPMENT CALENDAR

### DATE

<b>November 2024</b>	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. Review budget status for potential increase/decrease.
<b>December 2024</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting</b> Board of Education adoption of the 2025-26 Budget. Budget Book available to the public in district buildings and on the district website.
<b>January 23, 2025</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting</b> 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 2023-24 expenditures.
<b>January 2025</b>	Administrators to review budget with the Superintendent and Assistant Superintendent.
<b>February 6, 2025</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting</b> 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.
<b>February 27, 2024</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting</b> High School, Middle School and Elementary School Program Review presentations. Fine Arts Program Review. Special Education program presentation. Review of the Tax Levy Limit Calculation.
<b>March 1, 2025</b>	Assistant Superintendent will submit information to calculate Tax Levy Limit on the Office of the State Comptroller's website on or before March 1, 2025.
<b>March 13, 2025</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting</b> Presentation of the Superintendent's Recommended Proposed 2025-26 Budget
<b>March 27, 2025</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting</b> Assistant Superintendent will supply the Board of Education with updated information on 2023-24 Employee Benefits costs and review the projected 2025-26 BOCES budget.
<b>April 2025</b>	District Clerk will prepare absentee ballot application, absentee ballots, related envelopes and directions to voters.



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<b>April 4, 2025</b>	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.)
<b>April 10, 2025</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting</b> Board of Education adoption of the 2025-26 Budget. Budget Book available to the public in district buildings and on the district website.
<b>April 11, 2025</b>	Assistant Superintendent submits the Property Tax Report Card electronically to SED within 24 hours of Board of Education adoption of the 2025-26 Budget and submits to legal newspaper for general circulation.
<b>April 21, 2025</b>	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.
<b>April 24, 2025</b>	<b>Budget Work Session &amp; Regular Board of Education Meeting</b> Board of Education to vote on the Putnam Northern Westchester BOCES Administrative Budget and Board candidates.
<b>April 28, 2025</b>	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.
<b>May 8, 2025</b>	<b>Public Hearing &amp; Regular Board of Education Meeting</b>
<b>May 9, 2025</b>	Budget Notice mailed to residents including property tax report card. Budget newsletter available to the public.
<b>May 13, 2025</b>	Deadline to mail absentee ballots. Extended Evening Voter Registration Day until 7:30 pm
<b>May 13, 2025</b>	Fourth publication of legal notice School Budget Hearing and Budget Vote.
<b>May 19, 2025</b>	Deadline for application for absentee ballots if to be picked up.
<b>May 20, 2025</b>	Budget Vote and Election of BOE candidates 6:00 am - 9:00 pm. Absentee voting ballots due by 5:00 pm.

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