

WILLIAMSON CENTRAL SCHOOL DISTRICT

BUDGET CALENDAR

2025
2026

DATE	BUDGET DEVELOPMENT	GROUP
December 4, 2024	Budget Calendar Adopted	Board of Education
January 2025	Review enrollment projections and staffing needs for 2025-26; determine program needs related to instructional equipment, supplies, textbooks and special projects	Superintendent of Schools Building Principals
	Distribute Budget requisition forms to instructional staff	Building Principals
	Budget requisitions completed by staff and reviewed by building principals	Building Principals Staff
	Instructional staff requisitions to District Office and reviewed by Superintendent	Superintendent of Schools Business Administrator
January 8, 2025	Regular Board of Education Meeting - Budget Update	Superintendent of Schools Business Administrator
January 28, 2025	Regular Board of Education Meeting - Budget update - Preliminary budget forecast - Executive Aid runs, as available	Superintendent of Schools Business Administrator
February 12, 2025	Budget Presentation to the Board of Education - Revenues, tax cap	Board of Education Superintendent of Schools Business Administrator
March 1, 2025	Submit Tax Levy Limit to Office of Comptroller	Business Administrator
March 1, 2025	Nominating petitions available to public for distribution at District Office	District Clerk
March 4, 2025	Budget Presentation to the Board of Education - Expenditure Revisions – Fund Balance Projections - Approve Propositions; Notice of Annual Meeting and Election	Board of Education Superintendent of Schools Business Administrator
March 19, 2025	Budget Work Session @ 5:30 pm prior to Regular Meeting	Board of Education Superintendent of Schools Business Administrator
April 6, 2025 – April 27, 2025	Send legal notice of Budget Hearing and Budget Vote to papers for publication: <i>Wayne Times: (Sunday publication) 4/6, 4/13, 4/20 & 4/27</i>	District Clerk

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April 9, 2025	Budget Presentation to the Board of Education	Board of Education Superintendent of Schools Business Administrator
April 21, 2025	Deadline for nominating petitions for Board Members – 25 signatures or 2% of number of voters who voted in last election (6) whichever is greater and special propositions to be submitted	District Clerk
April 21, 2025	First expenditure statement for Board of Education candidates due (30 days before election)	Candidates
April 22, 2025	Draw lots for order on ballot for Board Candidates 10:00 a.m. – Williamson Central School District Office	District Clerk
April 18 – May 13, 2025	Mail absentee ballots Maintain list of absentee ballots Military Ballots by April 25 th	District Clerk District Clerk
April 23, 2025	Budget Presentation – Anticipated Adopted State Budget Superintendent's Recommendation Proposed 2024-25 Budget approved by the Board of Education Appoint Chief Inspector and Election Inspectors for annual Budget vote	Board of Education Superintendent of Schools Business Administrator
April 28, 2025	Property Tax Report Card to NYSED and newspapers	Business Administrator
April 29, 2025	Copy of Budget including Tax Report Card available to public on website, school buildings and public library Message on electronic sign announcing Budget Hearing	District Clerk
April - May	Community Presentations	Superintendent of Schools Business Administrator
May 2, 2025	ParentSquare call/post to parents regarding Budget Hearing	Superintendent of Schools
May 7, 2025	Budget Hearing Williamson Middle School, 6:30 pm	Board of Education Superintendent of Schools Business Administrator

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May 14, 2025	Budget Newsletter (What's Happening) delivered to District residents <i>All information submitted to District Office by April 6, 2025</i>	Superintendent of Schools Business Administrator District Clerk
May 15, 2025	Second expenditure statement for Board of Education candidates due (5 days before vote)	District Clerk
May 20, 2025	Budget Vote – Candidate Election Williamson Middle School Cafeteria, 1 – 9 p.m.	District Clerk
June 9, 2025	Third expenditure statement for Board of Education candidates due (20 days after the election)	District Clerk