

**Highland Falls-Fort Montgomery Central School District  
2025-2026 Budget Development Calendar**

| COMPLETION DATE   | BUDGET DEVELOPMENT ACTION   | RESPONSIBLE PARTY  |
|-------------------|---|--|
| November 15, 2024 | Budget Development Worksheets Distributed   | ASB  |
| November 22, 2024 | Review Budget Development Plan with Administrators  | ASB  |
| December 13, 2024 | New Program and Program Change Requests submitted to Superintendent and ASCIT   | Building Leaders, Athletics Dept. Director and SPED Dept. Director |
| December 20, 2024 | Building & Department Budget Worksheets, Staffing Needs, Facility Improvement Requests, and other BOCES and support services submitted to ASB | Building Leaders, PPS Director and Athletics Director              |
| December 20, 2024 | Buildings & Grounds and Transportation Budget Requests Submitted  | Facility Director  |
| December 20, 2024 | Administrative Budget Request Submitted<br>(General Support, Board Of Education, Central Office, IT, etc.)                                    | Superintendent, ASB and ASCIT                                      |
| January 17, 2025  | Finalize Building Requests and Administrative Budget Items  | Central Office Administrators                                      |
| January 24, 2024  | Finalize SPED Needs   | PPS Director   |
| January 31, 2024  | Final Administrative Team Review of all Budget Requests   | Superintendent, ASB and ASCIT                                      |
| February 6, 2025  | Superintendent's Budget Development Overviews Posted on Website   | Superintendent and ASB   |
| March 1, 2025     | Submit Tax Levy Limit Calculation Information on OSC website  | ASB  |
| March 6, 2025     | 1st Draft Budget Presentation:<br>- Budget Overview & Assumptions<br>- Instructional Needs Overview   | ASB  |

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| March 20, 2025                   | Non-Instructional Department Budget Presentations:<br>- Facilities<br>- Information Technology<br>- Athletics<br>- Special Education Dept.   | Department Leaders and ASB                                     |
| April 4, 2025                    | 1st Legal Notice of School Budget Hearing and Annual Vote in newspapers  | District Clerk   |
| April 10, 2025                   | 2025-2026 Full Draft Budget Presentation to Board of Education   | Superintendent and ASB   |
| April 18, 2025                   | 2nd Legal Notice of School Budget Hearing and Annual Vote in newspapers  | District Clerk   |
| April 21, 2025                   | Deadline for submission of petitions for Board candidate nominations.<br><br>1st sworn campaign expenditure and contribution statement due to District Clerk from Board candidates<br><br>Deadline for submission of resident initiated petitions for propositions to be placed on the ballot. | Board of Education   |
| April 21, 2025 -<br>May 13, 2025 | Absentee ballots mailed out  | District Clerk   |
| April 22, 2025                   | Deadline to finalize Items to be voted on in the annual budget vote, including referenda, propositions and candidates nominated for election to the Board of Education.  | Board of Education, District Clerk and District Administration |
| April 24, 2025                   | 2025-2026 Superintendent's Proposed Budget Presentation to Board<br><br>Board Adoption of 2025-2026 Budget   | Board of Education   |
| April 25, 2025                   | Final Date for Adoption of 2025-2026 Budget and Property Tax Report card   | Board of Education   |

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| April 28, 2025  | Property Tax Report Card must be submitted to SED within 24 hours after Board adoption of budget but no later than close of busienss on 4/28/25. | ASB                |
| May 2, 2025     | 3rd Legal Notice of School Budget Hearing and Annual Vote in newspapers  | District Clerk     |
| May 8, 2025     | Statutory Budget Hearing to be held at least 7 days, but not more than 14 days before the budget vote (annual meeting).                          | Board of Education |
| May 9, 2025     | Mail Budget Notice   | ASB                |
| May 15, 2025    | 2nd sworn campaign expenditure and contribution statement due to District Clerk from Board candidates  | Board of Education |
| May 16, 2025    | 4th Legal Notice of School Budget Hearing and Annual Vote in newspapers  | District Clerk     |
| May 20, 2025    | Annual Budget Vote   | Board of Education |
| June 9, 2025    | 3rd sworn campaign expenditure and contribution statement due to District Clerk from Board candidates  | Board of Education |