

EDWARDS-KNOX CSD
2024-2025 BUDGET CALENDAR

Deadline	Action
Tuesday, November 7, 2023	BOE approves budget calendar
Tuesday, November 7, 2023	Board decides whether to add bus purchases to budget - if yes contact bond counsel for resolution
Friday, December 8, 2023	Superintendent, principals and business manager meet to begin budget discussions
Friday, December 15, 2023	BOCES bid requests are distributed by email if available
Friday, January 19, 2024	All staff members to return BOCES bids requests to business office
Friday, January 26, 2024	Administrators review BOCES bids requests
Tuesday, February 6, 2024	Transportation, Facilities and Athletic preliminary budgets are presented to the BOE
Friday, February 9, 2024	Superintendent and business manager review BOCES services
Friday, March 1, 2024	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website
Tuesday, March 12, 2024	Instructional and Special Education preliminary Budgets are presented by their department heads to the BOE
Tuesday, March 12, 2024	Initial budget presented to BOE
Tuesday, March 12, 2024	Board votes on bus resolution, if needed
Friday, March 29, 2024	Superintendent submits final BOCES commitment form
Friday, April 5, 2024	Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the Annual Budget Vote. 4/5, 4/19, 5/3, 5/17
Tuesday, April 9, 2024	BOE receives the final budget recommendations from the Superintendent - BOE adopts budget if ready, if not - must adopt at next meeting
Friday, April 19, 2024	2nd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Monday, April 22, 2024	Regular Board meeting - BOCES Annual budget vote
Monday, April 22, 2024	At 5PM: Deadline for submission of petitions for BOE candidates and for any propositions to be placed on ballot

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Tuesday, April 23, 2024	Last date for proposed 2024-2025 budget to be approved by BOE
Friday, April 26, 2024	Deadline to distribute military ballots (no later than 25 days before the budget vote)
Monday, April 29, 2024	Property Tax Report Card must be submitted to SED deadline (recommended 24 hrs after approval of budget); also need to publish in newspaper and on website
Thursday, May 3, 2024	Budget flyer mailed; absentee ballots mailed
Friday, May 3, 2024	Final Deadline to send Budget Notice postcard to print shop
Friday, May 3, 2024	3rd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Tuesday, May 14, 2024	Budget available in district upon request (7 business days before Budget Hearing date). Documents to include: Budget statement, Property Tax Report Cards, District's Fiscal Accountability Summary (sent to us by SED), Salary Disclosure Notice.
Tuesday, May 14, 2024	Budget Hearing, Appointment of Election Inspectors
Wednesday, May 15, 2024	Budget Notice postcard mailed to eligible voters after Budget Hearing and at least 6 days prior to Annual Budget Vote
Friday, May 17, 2024	4th Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Tuesday, May 21, 2024	Annual Budget Vote and Board Election