

**HARRISVILLE CSD
BUDGET CALENDAR FOR 2024-2025 BUDGET**

| Deadline | Action |
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| Monday, November 13, 2023 | BOE approves budget calendar |
| Monday, December 4, 2023 | BOCES bid requests will have been made available on the school website |
| Wednesday, December 20, 2023 | All staff members to return BOCES bids requests and purchase order requisitons for 2024-2025 to business office |
| Wednesday, December 20, 2023 | Department meetings to discuss initial budget |
| Wednesday, January 24, 2024 | Finance Committee Meeting |
| Monday, February 12, 2024 | Superintendent report initial budget to the BOE; board decides whether to add bus purchases to budget - if yes, contact bond counsel for resolution |
| Monday, February 26, 2024 | Superintendent and Business Manager completes initial BOCES estimated service needs and budget; also review all salaries |
| Wednesday, February 28, 2024 | Finance Committee Meeting |
| Friday, March 1, 2024 | Submit information to calculate Tax Levy Limit on Office of State Comptroller's website |
| Monday, March 11, 2024 | Board votes on bus resolution; receive update on budget |
| Wednesday, March 20, 2024 | Finance Committee Meeting |
| Wednesday, March 27, 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, 4/17, 5/1, 5/7 |
| Monday, April 8, 2024- If Needed | Budget Work Session - BOE receives the final budget recommendations from the Superintendent; BOE decides if additional meetings need to be scheduled |
| Wednesday, April 17, 2024 | 2nd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote |
| Monday, April 22, 2024 | At 4PM: Deadline for submission of petitions for BOE candidates and for any propositions to be placed on ballot |
| Monday, April 22, 2024 | BOE meeting; BOE votes on BOCES Budget and board members |
| Friday, April 26, 2024 | Last day for budget to be approved by BOE |

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| Deadline | Action |
|------------------------|--|
| 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 |
| Wednesday, May 1, 2024 | 3rd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote |
| Friday, May 3, 2024 | Budget Glances Mailed |
| Friday, May 3, 2024 | Send Budget Notice postcard to print shop |
| Monday, May 6, 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 7, 2024 | 4th Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote |
| Monday, May 13, 2024 | Budget Hearing, Appointment of Clerks and Election Inspectors |
| Tuesday, May 14, 2024 | Budget Notice postcard mailed to eligible voters after Budget Hearing and at least 6 days prior to Annual Budget Vote |
| Tuesday, May 21, 2024 | Annual Budget Vote and Board Election |