

**HARRISVILLE CSD
BUDGET CALENDAR FOR 2025-2026 BUDGET**

<u>Deadline</u>	<u>Action</u>
Monday, November 18, 2024	BOE approves budget calendar
Monday, December 2, 2024	BOCES bid requests will have been made available on the school website
Thursday, December 19, 2024	All staff members to return BOCES bids requests and purchase order requisitions for 2024-2025 to business office
Friday, December 20, 2024	Department meetings to discuss initial budget
Wednesday, January 22, 2025	Finance Committee Meeting
Monday, February 10, 2025	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 24, 2025	Superintendent and Business Manager completes initial BOCES estimated service needs and budget; also review all salaries
Wednesday, February 26, 2025	Finance Committee Meeting
Friday, February 28, 2025	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website
Monday, March 10, 2025	Board votes on bus resolution; receive update on budget
Wednesday, March 19, 2025	Finance Committee Meeting
Friday, March 28, 2025	Superintendent submits final BOCES commitment form
Tuesday, April 8, 2025	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. 4/8, 4/22, 5/6, 5/13
Monday, April 14, 2025	Budget Work Session - BOE receives the final budget recommendations from the Superintendent; BOE adopts budget if ready.
Tuesday, April 22, 2025	2nd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Monday, April 21, 2025	At 4PM: Deadline for submission of petitions for BOE candidates and for any propositions to be placed on ballot
Friday, April 25, 2025	Last day for budget to be approved by the BOE
Tuesday, April 29, 2025	BOE meeting; BOE votes on BOCES Budget and board members

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April 15, 2025 Or April 28, 2025	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
Tuesday, May 6, 2025	3rd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Friday, May 2, 2025	Budget Glances Mailed
Friday, May 2, 2025	Send Budget Notice postcard to print shop
Monday, May 5, 2025	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 13, 2025	4th Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Monday, May 12, 2025	Budget Hearing, Appointment of Clerks and Election Inspectors
Wednesday, May 14, 2025	Budget Notice postcard mailed to eligible voters after Budget Hearing and at least 6 days prior to Annual Budget Vote
Tuesday, May 20, 2025	Annual Budget Vote and Board Election