Bud
get Development Calendar for the 2022-2023 School Year

10/29/21: Equipment Requests
✓ Preliminary requests for all equipment valued over $5,000 to appropriate SSA administrator.

✓ New staffing requests approved by administrator to appropriate SSA administrator.
✓ Curriculum proposals requests to appropriate SSA administrator.
✓ In-Service requests to appropriate SSA administrator.
✓ Requests for additional or new summer work days to appropriate SSA administrator.

11/1/21: Superintendent’s Forum: A Budget Conversation (ABC) Presentation

11/12/21: Equipment Requests
✓ Approved request from appropriate SSA administrator to Purchasing Agent.
✓ Purchasing Agent will cost approved items & return priced items to SSA & the Business Office by 11/19/21.
✓ It will be the district administrators’ responsibility to enter approved equipment items ONLY into NVision.

11/12/21: New Staffing Requests
✓ Recommended staffing requests sent to Human Resources by SSA.
✓ Human Resources to cost new staffing requests and forward to Business Office by 12/10/21.

12/10/21: General Support Budget Requests in NVision

- A1010 Board of Education
- A1040 District Clerk
- A1060 District Meeting
- A1240 Chief School Administrator
- A1310 Business Administration
- A1320 Auditing
- A1325 District Treasurer
- A1330 Tax Collection
- A1345 Purchasing
- A1380 Fiscal Agent Fees
- A1420 Legal Services: Admin
- A1421 Legal Services: Program
- A1430 Human Resources
- A1460 Records Mgmnt Officer
- A1480 Public Information
- A1620 Operation of Plant
- A1621 Maintenance of Plant
- A1622 Energy Education Manager
- A1630 Security and Safety
- A1660 Central Storeroom
- A1670 Central Printing and Mailing
- A1680 Technical Support Services
- A1910 Unallocated Insurance
- A1920 School Association Dues
- A1930 Judgments and Claims
- A1950 Assessment School Property
- A1981 BOCES Charges: Admin
- A1983 BOCES Charges: Capital
- A1989 Refund Prior Year Revenue

12/10/21: Instruction Budget Requests in NVision

- A2010 Office of Instruction
- A2011 Office of Administration
- A2020 Supervision Regular School
- A2060 Research, Planning & Eval.
- A2070 In-Service Training
- A2110 Regular School Teaching
- A2112 Art
- A2113 Business Education
- A2115 English
- A2116 Languages
- A2117 English Second Language
- A2118 Physical Education
- A2119 Career and Life Sciences
- A2120 Technology Education
- A2121 Mathematics
- A2122 Music
- A2123 Science
- A2125 Social Studies
- A2132 Reading
- A2194 Textbooks
- A2250 Special Education
- A2280 Occupational Education
- A2331 Employment Preparation
- A2332 Continuing Education
- A2333 Summer School
- A2335 Alternate Education
- A2610 Instructional Media
- A2630 Computer Instruction
- A2810 Guidance
- A2815 Health Services
- A2816 Health Education
- A2817 Speech/Language
- A2820 Psychological Services
- A2825 Social Work
- A2850 Co-Curricular Activities
- A2855 Inter-scholastics
Budget Development Calendar for the 2022-2023 School Year

12/10/21: Transportation and Undistributed Budget Requests in NVision

- A5510 Transportation
- A5530 Garage
- A5550 Public Transportation
- A5581 BOCES Transportation
- A9012 Employees Retirement System
- A9022 Teachers Retirement System
- A9033 Social Security
- A9040 Workers Compensation
- A9050 Unemployment Insurance
- A9060 Health Insurance Shared Savings
- A9061 Health Insurance
- A9070 Union Welfare Benefits
- A9089 Other Benefits
- A9760 Tax Anticipation Notes
- A9901 Transfer to Other Funds
- A9950 Transfer to Capital Funds

1/10/22: General Support and Instruction Budget Presentation to the BOE

2/7/22: Transportation and Undistributed Budget Presentation to the BOE
         Vehicle Replacement Plan 2022-2023 Presentation to the BOE
         Superintendent’s Forum: A Budget Conversation (ABC) Presentation
         Nominating Petitions for Board Candidate available on website and at District Office

2/28/22: Additional Budget Discussion Board Study Sessions (as needed) – General Support & Instruction
         Superintendent’s Forum: A Budget Conversation (ABC) Presentation in Spanish

3/14/22: Additional Budget Discussion – Board Study Sessions (as needed) – Transportation, Employee
         Benefits and Debt Service

3/28/22: Superintendent’s Recommended Budget Presentation
         Approval of Legal Notice
         Appointment of Clerks and Inspectors of Election (March/April/May)

3/29/22-4/2/22: Deadline for publication of the first of four required legal notices prior to the budget vote
         (1st publication will be on 4/1 – Poughkeepsie Journal, and on 3/30 – Southern Dutchess News)
         (2nd publication will be on 4/20 – Southern Dutchess News, and on 4/23 – Poughkeepsie Journal)
         (3rd publication will be on 5/4 – Southern Dutchess News, and on 5/7 – Poughkeepsie Journal)
         (4th publication will be on 5/11 – Southern Dutchess News, and on 5/13 – Poughkeepsie Journal)

4/7/22: State Aid Update Presentation (Thursday)

4/18/22: Deadline for submission of petitions for nominations of Board candidates (by 5:00 p.m.)
         Absentee Ballot Applications must be received by the District Clerk not more than 30 days before
         the vote

4/19/22: Drawing by District Clerk for determination of order for listing Board candidates on the ballot
         BOE Adoption of the 2022-2023 Proposed Budget (7 days before the Public Hearing)
         BOE Approval of Property Tax Report Card

4/20/22: Transmission of the Property Tax Report Card to SED (within next business day of Board’s
         approval but not later than 4/25/22)
Budget Development Calendar for the 2022-2023 School Year

4/21/22: Military Voter Registration Forms and Ballot Application must be received by 5 p.m.

4/22/22: Districts must distribute military ballots no later than 25 days before the vote.

4/26/22: BOE Approval of BOCES Budget

5/3/22: Copies of the budget must be made available to residents upon request (during the 14 days before the vote and on the day of vote)

5/9/22: State Mandated Budget Public Hearing (7-14 days before vote)

District Clerk must receive sworn expenditure statements from candidates for the Board of Education. First expenditure statement is due on 30th day preceding the election (4/18/22). Second expenditure statement is due on the 5th day preceding the election (5/12/22). The third expenditure statement must be submitted to the District clerk within 20 days succeeding the election (6/6/22).

5/10/22: Deadline for the District Clerk to receive absentee ballot applications if the voter wants the ballot mailed to them (7 days before vote)

5/11/22: Deadline to mail Budget Notice (6 days before vote)

5/17/22: BUDGET VOTE & ELECTION
Deadline for the District Clerk to receive absentee ballots by 5 p.m. on the day of the vote

5/19/22: Results of Election are declared

6/15/22: Uniform Budget Revote Date