

Budget Development Calendar for the 2023-2024 School Year

10/31/22: Equipment Requests

- ✓ Preliminary requests for all equipment valued over \$5,000 to appropriate SSA administrator.

10/31/22: New Staffing, Curriculum Proposals, In-Service, Summer Work & Special Project Requests

- ✓ 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.

11/7/22: Superintendent’s Forum: The Budget Process Virtual Presentation release

11/7/22: 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 11/14/22.
- ✓ It will be the district administrators’ responsibility to enter approved equipment items ONLY into NVision.

11/7/22: 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 12/2/22

12/9/22: General Support Budget Requests in NVision

<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ A1420 Legal Services: Admin ▪ A1421 Legal Services: Program ▪ A1430 Human Resources ▪ A1460 Records Mgmt Officer ▪ A1480 Public Information ▪ A1620 Operation of Plant ▪ A1621 Maintenance of Plant ▪ A1622 Energy Education Manager ▪ A1630 Security and Safety ▪ A1660 Central Storeroom 	<ul style="list-style-type: none"> ▪ 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
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12/9/22: Instruction Budget Requests in NVision

<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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
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12/9/22: Transportation and Undistributed Budget Requests in NVision

<ul style="list-style-type: none"> ▪ A5510 Transportation ▪ A5530 Garage ▪ A5550 Public Transportation ▪ A5581 BOCES Transportation ▪ A9012 Employees Retirement System ▪ A9022 Teachers Retirement System ▪ A9033 Social Security ▪ A9040 Workers Compensation 	<ul style="list-style-type: none"> ▪ 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
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2/13/23: 2023-24 Preliminary Budget Presentation #1
2023-24 Vehicle Replacement Plan Presentation to the BOE
Nominating Petitions for Board Candidate available on website and at District Office

2/21/23: Superintendent’s Forum: The Budget Process Virtual Presentation release (English/Spanish)

2/27/23: 2023-24 Preliminary Budget Presentation #2

3/27/23: 2023-24 Superintendent’s Recommended Budget Presentation
Approval of Legal Notice
Appointment of Clerks and Inspectors of Election (March/April/May)

3/28/23- Deadline for publication of the first of four required legal notices prior to the budget vote
4/1/23: (1st publication will be on 3/29 – Southern Dutchess News, and on 3/31 – Poughkeepsie Journal)
(2nd publication will be on 4/19 – Southern Dutchess News, and on 4/22 – Poughkeepsie Journal)
(3rd publication will be on 5/3 – Southern Dutchess News, and on 5/6 – Poughkeepsie Journal)
(4th publication will be on 5/10 – Southern Dutchess News, and on 5/12 – Poughkeepsie Journal)

4/11/23: State Aid Update Presentation (Tuesday)

4/17/23: 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
BOE Adoption of the 2023-2024 Proposed Budget (7 days before the Public Hearing)
BOE Approval of Property Tax Report Card

4/18/23: Drawing by District Clerk for determination of order for listing Board candidates on the ballot
Transmission of the Property Tax Report Card to SED

4/20/23: Military Voter Registration Forms and Ballot Application must be received by 5 p.m. (26 days before the election)

4/21/23: Districts must distribute military ballots no later than 25 days before the vote.

5/2/23: 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)

Budget Development Calendar for the 2023-2024 School Year

5/8/23: 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 (4/17/23). Second expenditure statement is due on the 5th day preceding the election (5/11/23). The third expenditure statement must be submitted to the District clerk within 20 days succeeding the election (6/5/23).

5/9/23: Deadline for the District Clerk to receive absentee ballot applications if the voter wants the ballot mailed to them (7 days before vote)

5/10/23: Deadline to mail Budget Notice (6 days before vote)

5/11/23: Deadline for any qualified resident to register to vote with the school district (five days before the vote)

5/16/23: BUDGET VOTE & ELECTION
Deadline for the District Clerk to receive absentee ballots by 5 p.m. on the day of the vote

5/18/23: Results of Election are declared (Thursday)

6/20/23: Uniform Budget Revote Date