



Poughkeepsie City School District
Revised Budget Development Calendar for 2023-2024 Budget
 BOE Adopted 03/01/23 revised 02/06/23

November 2, 2022	Board adoption of the 2022-23 budget calendar
December 2, 2022	Send budget materials to departmental staff
December 16, 2022	Send new budget template to building level leadership
January 13, 2023	Completed budget details due to the Business Office from building leadership & departmental staff
January 17- 20, 2023	Budget department & building meetings to review staffing and new requests
January 18, 2023	BOE meeting: Review Governor's State-aid proposal (it released by NYS)
February 1, 2023	BOE meeting: Budget Update
February 15, 2023	BOE meeting: Budget update Present Preliminary Budget Draft #1 (tentatively)
March 1, 2023	Submit Tax Levy limit to Office of Comptroller, Tax and Finance and SED
March 8, 2023	BOE meeting: Budget update Present Preliminary Budget Draft #1 & updates (if needed)
March 15, 2023	BOE meeting: Present Budget Draft #2
March 28–April 2, 2023	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote
April 1, 2023	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots, appointment of clerks and inspectors of elections for budget vote
April 5, 2023	BOE meeting: Present final Budget Draft #3 for adoption. BOE adoption of 2022-23 Budget and Property Tax Report Card. Property Tax Report Card must be submitted to SED within 24 hours of budget adoption.
April 22, 2023	Budget document available to the public.
April 26, 2023	Deadline for submission of petitions for propositions to be placed on ballot: (20 days preceding budget vote). Inform candidates of legal requirement for all candidates for election to Board of Education and Library Board to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education twenty days prior to vote date.
April 30, 2023	Mail district newsletter (include full disclosure information)
May 3, 2023	BOE meeting: Legal budget hearing (mandated)
May 3-10, 2023	Budget notice must be mailed to eligible voters after the budget hearing and but no later than six days prior to the vote
May 10-15, 2023	District clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)
May 11, 2023	Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education and Library Board to be filed with the District Clerk and Commissioner of Education five days prior to vote date
May 11-15, 2023	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the Board of Education and Library Board
May 16, 2023	Statewide annual meeting / board election / budget vote day
June 5, 2023	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on Board of Education and Library Board. Due 20 days after election/budget vote - EL§1529(1)(c).
June 20, 2023	Statewide budget revote day
July 1, 2023	Implement Budget