NEWARK VALLEY CENTRAL SCHOOL DISTRICT

District Office
68 Wilson Creek Road
Newark Valley, NY 13811

2024-2025 BUDGET DEVELOPMENT CALENDAR

Dates with an asterisk (*) denote meetings of the Board of Education.

BUDGET GUIDELINES

➢ Meet all applicable mandates, health, safety, and legal requirements.
➢ Fulfill all contractual obligations.
➢ Ensure recurring operating expenses are appropriately funded with sustaining revenue sources.
   o Use ARP ESSER allocations to appropriately support expenditures that do not create a potential fiscal cliff or recurring expenses that are not sustainable in future general fund budgets.
   o Prepare for the continuity of programs at the expiration of federal stimulus funds.
➢ Comply with the NYS property tax cap and understand its long-term impact on financial planning.

Date		Description
December 11, 2023	*	Adoption of Budget Development Calendar
January 22, 2024	*	Enrollment Status & Projection Review of Historical Budget Data Comparative Budget Data
February 26, 2024	*	Status and Use of Reserve Funds in Future Budgets Debt Service Capital Reserve Project Vehicle Replacement Plan Tax Levy Limit Calculation
March 1, 2024		Submit 2023-24 calculation for Tax Levy Limit to Office of State Comptroller, NYS Tax & Finance, and SED
March 11, 2024	*	Overview of the first draft of the general fund budget.
March 25, 2024	*	Detailed review of the Administrative, Capital and Program components of the first draft budget. Adoption of the Legal Notice of the Annual meeting, including special propositions.
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.)
April 8, 2024	*	Estimated Revenue Offsets. Review of the proposed draft budget by the Board of Education.

April 22, 2024	*	Final review of the proposed budget by the Board of Education. Adoption of the budget by the Board of Education.
		Deadline for submission of petitions for BOE candidates. Deadline for submission of petitions for propositions to be placed on the ballot (30 days before election date). First sworn statement to be filed with the District Clerk and Commissioner of Education.
April 23, 2024		Property Tax Report Card submitted to SED using the State Aid Management System (SAMS) and transmitted to local newspapers of general circulation.
April 26, 2024		Deadline for distribution of military ballots.
May 6, 2024		Budget Statements and required attachments available upon request at each school building and at the district office, public library and on the district's website.
May 13, 2024	*	Public Hearing. Budget statement and required attachments available. The budget must be presented in plain language and in three components: Program, Capital and Administrative.
May 14, 2024		Budget notice mailed to district residents.
May 16, 2024		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.
May 21, 2024		Statewide annual Meeting. To vote upon the budget, proposition(s) and candidates for the Board of Education.

<u>June Budget Revote – If necessary</u>

May 28, 2024	*	Board of Education adopts budget to be presented for revote.
June 4, 2024		Publish legal notice of budget revote once each week in the two weeks before the revote day, the first publication 14 days before the revote date.
		Budget Statements and required attachments available upon request at each school building and at the district office, public library and on the district's website.
June 10, 2024	*	Public hearing. Budget statements and required attachments available. The budget must be presented in plain language and in three components: Program, Capital and Administrative.
June 11, 2024		Budget notice mailed to district residents.
June 18, 2024		Statewide budget revote day.
June 24, 2024	*	Adoption of Contingency budget, if necessary.