



NEWARK VALLEY CENTRAL SCHOOL DISTRICT

District Office
68 Wilson Creek Road
Newark Valley, NY 13811

2025-2026 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.
- Comply with the NYS property tax cap and understand its long-term impact on financial planning.

November 18, 2024	*	Adoption of Budget Development Calendar
January 27, 2025	*	Enrollment Status & Projection Review of Historical Budget Data Comparative Budget Data
February 18, 2025	*	Status and Use of Reserve Funds in Future Budgets Debt Service Capital Reserve Project Vehicle Replacement Plan Tax Levy Limit Calculation
March 1, 2025		Submit 2024-25 calculation for Tax Levy Limit to Office of State Comptroller, NYS Tax & Finance, and SED
March 10, 2025	*	Overview of the first draft of the general fund budget.
March 31, 2025	*	Detailed review of the Administrative, Capital and Program components of the first draft budget. Estimated Revenue Offsets. Adoption of the Legal Notice of the Annual meeting, including special propositions.
April 5, 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.)
April 14, 2025	*	Final review of the proposed budget by the Board of Education. Adoption of the budget by the Board of Education.

April 15, 2025		Property Tax Report Card submitted to SED using the State Aid Management System (SAMS) and transmitted to local newspapers of general circulation.
April 21, 2025		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 25, 2025		Deadline for distribution of military ballots.
April 28, 2025		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 6, 2025	*	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 9, 2025		Budget notice mailed to district residents.
May 15, 2025		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 20, 2025		Statewide annual Meeting. To vote upon the budget, proposition(s) and candidates for the Board of Education.

June Budget Revote – If necessary

May 27, 2025	*	Board of Education adopts budget to be presented for revote.
June 3, 2025		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 9, 2025		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 10, 2025		Budget notice mailed to district residents.
June 17, 2025		Statewide budget revote day.
June 23, 2025		Adoption of Contingency budget, if necessary.