

## Budget 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.

### 10/29/21: 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.

### 11/1/21: 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

<ul style="list-style-type: none"> <li>▪ A1010 Board of Education</li> <li>▪ A1040 District Clerk</li> <li>▪ A1060 District Meeting</li> <li>▪ A1240 Chief School Administrator</li> <li>▪ A1310 Business Administration</li> <li>▪ A1320 Auditing</li> <li>▪ A1325 District Treasurer</li> <li>▪ A1330 Tax Collection</li> <li>▪ A1345 Purchasing</li> <li>▪ A1380 Fiscal Agent Fees</li> </ul>	<ul style="list-style-type: none"> <li>▪ A1420 Legal Services: Admin</li> <li>▪ A1421 Legal Services: Program</li> <li>▪ A1430 Human Resources</li> <li>▪ A1460 Records Mgmt Officer</li> <li>▪ A1480 Public Information</li> <li>▪ A1620 Operation of Plant</li> <li>▪ A1621 Maintenance of Plant</li> <li>▪ A1622 Energy Education Manager</li> <li>▪ A1630 Security and Safety</li> <li>▪ A1660 Central Storeroom</li> </ul>	<ul style="list-style-type: none"> <li>▪ A1670 Central Printing and Mailing</li> <li>▪ A1680 Technical Support Services</li> <li>▪ A1910 Unallocated Insurance</li> <li>▪ A1920 School Association Dues</li> <li>▪ A1930 Judgments and Claims</li> <li>▪ A1950 Assessment School Property</li> <li>▪ A1981 BOCES Charges: Admin</li> <li>▪ A1983 BOCES Charges: Capital</li> <li>▪ A1989 Refund Prior Year Revenue</li> </ul>
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### 12/10/21: Instruction Budget Requests in NVision

<ul style="list-style-type: none"> <li>▪ A2010 Office of Instruction</li> <li>▪ A2011 Office of Administration</li> <li>▪ A2020 Supervision Regular School</li> <li>▪ A2060 Research, Planning &amp; Eval.</li> <li>▪ A2070 In-Service Training</li> <li>▪ A2110 Regular School Teaching</li> <li>▪ A2112 Art</li> <li>▪ A2113 Business Education</li> <li>▪ A2115 English</li> <li>▪ A2116 Languages</li> <li>▪ A2117 English Second Language</li> <li>▪ A2118 Physical Education</li> </ul>	<ul style="list-style-type: none"> <li>▪ A2119 Career and Life Sciences</li> <li>▪ A2120 Technology Education</li> <li>▪ A2121 Mathematics</li> <li>▪ A2122 Music</li> <li>▪ A2123 Science</li> <li>▪ A2125 Social Studies</li> <li>▪ A2132 Reading</li> <li>▪ A2194 Textbooks</li> <li>▪ A2250 Special Education</li> <li>▪ A2280 Occupational Education</li> <li>▪ A2331 Employment Preparation</li> <li>▪ A2332 Continuing Education</li> </ul>	<ul style="list-style-type: none"> <li>▪ A2333 Summer School</li> <li>▪ A2335 Alternate Education</li> <li>▪ A2610 Instructional Media</li> <li>▪ A2630 Computer Instruction</li> <li>▪ A2810 Guidance</li> <li>▪ A2815 Health Services</li> <li>▪ A2816 Health Education</li> <li>▪ A2817 Speech/Language</li> <li>▪ A2820 Psychological Services</li> <li>▪ A2825 Social Work</li> <li>▪ A2850 Co-Curricular Activities</li> <li>▪ A2855 Inter-scholastics</li> </ul>
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## Budget Development Calendar for the 2022-2023 School Year

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

<ul style="list-style-type: none"> <li>▪ A5510 Transportation</li> <li>▪ A5530 Garage</li> <li>▪ A5550 Public Transportation</li> <li>▪ A5581 BOCES Transportation</li> <li>▪ A9012 Employees Retirement System</li> <li>▪ A9022 Teachers Retirement System</li> <li>▪ A9033 Social Security</li> <li>▪ A9040 Workers Compensation</li> </ul>	<ul style="list-style-type: none"> <li>▪ A9050 Unemployment Insurance</li> <li>▪ A9060 Health Insurance Shared Savings</li> <li>▪ A9061 Health Insurance</li> <li>▪ A9070 Union Welfare Benefits</li> <li>▪ A9089 Other Benefits</li> <li>▪ A9760 Tax Anticipation Notes</li> <li>▪ A9901 Transfer to Other Funds</li> <li>▪ A9950 Transfer to Capital Funds</li> </ul>
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**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-** Deadline for publication of the first of four required legal notices prior to the budget vote

**4/2/22:** (1<sup>st</sup> publication will be on 4/1 – Poughkeepsie Journal, and on 3/30 – Southern Dutchess News)  
(2<sup>nd</sup> publication will be on 4/20 – Southern Dutchess News, and on 4/23 – Poughkeepsie Journal)  
(3<sup>rd</sup> publication will be on 5/4 – Southern Dutchess News, and on 5/7 – Poughkeepsie Journal)  
(4<sup>th</sup> 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 30<sup>th</sup> day preceding the election (4/18/22). Second expenditure statement is due on the 5<sup>th</sup> 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