

WCSD Budget Development Calendar for the 2025-2026 School Year

- 10/28/24:** Preliminary Equipment Requests
 → Preliminary requests for all equipment valued over \$5,000 - send to appropriate Senior Staff Administrator
- 10/28/24:** New Staffing, Summer Work & Special Project Requests
 → New staffing requests approved by Administrator - send to appropriate Senior Staff Administrator
 → Requests for additional or new summer work days - send to appropriate Senior Staff Administrator
- 11/4/24:** Superintendent's Video: Explaining the Budget Process (virtual presentation release)
- 11/4/24:** Equipment Requests
 → Approved requests from appropriate SSA (send to Barbara Mackson, Purchasing Agent)
 → Purchasing Agent will cost approved items; return priced items to SSA & Business Office by 11/11/24
 → It is District Administrators' responsibility to enter ONLY approved equipment items into NVision
- 11/4/24:** New Staffing Requests
 → Recommended staffing requests sent to Human Resources by Senior Staff Administrator
 → Human Resources to cost new staffing requests and forward to the Business Office by 12/2/24.
- 12/9/24:** General Support Budget Requests in NVision

A1010 Board of Education	A1420 Legal Services: Admin	A1670 Central Printing and Mailing
A1040 District Clerk	A1421 Legal Services: Program	A1680 Technical Support Services
A1060 District Meeting	A1430 Human Resources	A1910 Unallocated Insurance
A1240 Chief School Administrator	A1460 Records Management Officer	A1920 School Association Dues
A1310 Business Administration	A1480 Public Information	A1930 Judgments and Claims
A1320 Auditing	A1620 Operation of Plant	A1950 Assessment School Property
A1325 District Treasurer	A1621 Maintenance of Plant	A1981 BOCES Charges: Admin
A1330 Tax Collection	A1622 Energy Education Manager	A1983 BOCES Charges: Capital
A1345 Purchasing	A1630 Security and Safety	A1989 Refund Prior Year Revenue
A1380 Fiscal Agent Fees	A1660 Central Storeroom	

12/9/24: Instruction Budget Requests in NVision

A2010 Office of Instruction	A2119 Career and Life Sciences	A2333 Summer School
A2011 Office of Administration	A2120 Technology Education	A2335 Alternate Education
A2020 Supervision Regular School	A2121 Mathematics	A2610 Instructional Media
A2060 Research, Planning & Eval.	A2122 Music	A2630 Computer Instruction
A2070 In-Service Training	A2123 Science	A2810 Guidance
A2110 Regular School Teaching	A2125 Social Studies	A2815 Health Services
A2112 Art	A2132 Reading	A2816 Health Education
A2113 Business Education	A2194 Textbooks	A2817 Speech/Language
A2115 English	A2250 Special Education	A2820 Psychological Services
A2116 Languages	A2280 Occupational Education	A2825 Social Work
A2117 English Second Language	A2331 Employment Preparation	A2850 Co-Curricular Activities
A2118 Physical Education	A2332 Continuing Education	A2855 Inter-scholastics

12/9/24: Transportation and Undistributed Budget Requests in NVision

A5510 Transportation	A9033 Social Security	A9070 Union Welfare Benefits
A5530 Garage	A9040 Workers Compensation	A9089 Other Benefits
A5550 Public Transportation	A9050 Unemployment Insurance	A9760 Tax Anticipation Notes
A5581 BOCES Transportation	A9060 Health Ins. Shared Savings	A9901 Transfer to Other Funds
A9012 Employees Retirement System	A9061 Health Insurance	A9950 Transfer to Capital Funds
A9022 Teachers Retirement System		

WCSD Budget Development Calendar for the 2025-2026 School Year

- 2/10/25:** 2025-2026 Preliminary Budget Presentation #1
Nominating Petitions for Board Candidate available on website and at District Office
- 2/24/25:** Superintendent's Video: Explaining the Budget Process (virtual presentation release in English and Spanish)
- 3/10/25:** 2025-2026 Superintendent's Recommended Budget Presentation #1
2025-2026 Transportation Proposition Presentation and approval
- 3/24/25:** Approval of Legal Notice
Appointment of Clerks and Inspectors of Election (March/April/May)
- 4/1/25-** Deadline for publication of the first of four required legal notices prior to the budget vote
- 4/5/25:** (1st publication will be on 4/2 – Southern Dutchess News, and on 4/4 – Poughkeepsie Journal)
(2nd publication will be on 4/23 – Southern Dutchess News, and on 4/25 – Poughkeepsie Journal)
(3rd publication will be on 5/7 – Southern Dutchess News, and on 5/2 – Poughkeepsie Journal)
(4th publication will be on 5/14 – Southern Dutchess News, and on 5/16 – Poughkeepsie Journal)
- 4/7/25:** State Aid Update Presentation
2025-2026 Superintendent's Recommended Budget Presentation #2
- 4/21/25:** Deadline for submission of petitions for nominations of Board candidates (by 5:00 pm)
First expenditure statement from Board candidates is due on 30th day preceding the election (4/21/25)
- 4/22/25:** 2025-2026 Superintendent's Recommended Budget - Ballot Presentation
BOE Adoption of the 2025-2026 Recommended Budget (7 days before the Public Hearing)
BOE Approval of Property Tax Report Card
Drawing by District Clerk for determination of order for listing Board candidates on the ballot
- 4/23/25:** Transmission of the Property Tax Report Card to SED (next business day following Board approval but no later than 24th day before the vote)
- 4/24/25:** Military Voter Registration Forms and Ballot Application must be received by 5:00 pm (26 days before election)
- 4/25/25:** Districts must distribute military ballots no later than 25 days before the vote
- 5/5/25:** Ballot Presentation to the community @ John Jay HS
- 5/6-20/25:** 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)
- 5/12/25:** State Mandated Budget Public Hearing at Roy C. Ketcham HS (7-14 days before vote)
- 5/13/25:** Deadline for District Clerk to receive applications for absentee and early mail voter ballots, if voter wants ballot mailed to them (7 days before vote)
- 5/14/25:** Deadline to mail Budget Notice (6 days before vote)
- 5/15/25:** Deadline for any qualified resident to register to vote with the school district (5 days before the vote)
Second expenditure statement from Board candidates is due on the 5th day preceding the election (5/15/25)
- 5/20/25:** Budget Vote & Election. Deadline for District Clerk to receive absentee/early mail ballots by 5pm on day of vote
- 5/22/25:** Results of Election are declared (Thursday)
- 6/9/25:** Third expenditure statement from Board candidates is due within 20 days succeeding election (6/9/25)
- 6/17/25:** Uniform Budget Revote Date