

2022-2023 BUDGET CALENDAR

September 27, 2021

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
September 27 BOE Meeting	External Audit Presentation 20-21 Adopt Budget Calendar & Budget Timeline	Auditors, Grossman St. Amour Superintendent BOE Assoc. Supt. For Business Serv.
October 4 BOE Meeting	Adoption of Audit by BOE	Superintendent BOE
October 7	File Annual Financial Rpt. ST-3	Business Office
November 22	Distribute information on BOCES Services to Directors & Cabinet (Information provided by BOCES)	BOCES Assoc. Supt. for Business Serv.
December 7	Complete Initial BOCES Services	Cabinet & Business Office
December 15 (Admin Mtg)	Principals & Directors Meeting to kick off Building and Departmental Budgets	Assoc. Supt. for Business Serv. Assoc. Supt. For Instruction
December 20 BOE Meeting	2022-2023 Budget Assumptions	Superintendent BOE Assoc. Supt. for Business Serv.
January 15	Salary Projections and Initial BOCES Service Requests Submitted to Treasurer Building & Department Budgets Completed (Non- Personnel Only)	HR (Salary Projections) Directors (BOCES Requests) Principals & Directors - All Areas
January (Before 1/24)	Budget Process Status	BOE Budget Sub Committee Cabinet
January 24 BOE Meeting	Fund Balance & Reserves Projections Governor's Budget Proposal Preliminary Tax Cap Calculation	Superintendent BOE Assoc. Supt. for Business Serv.

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
February 1 to February 18	Principal & Director Budget Review sessions including Staffing Requests, Staffing Timeline and Cabinet Presentation Preparation	Principals & Directors Cabinet Treasurer
February 4	Contact Salina Library – Tax Levy Jeannine Chubon, Director	Treasurer District Clerk
February 8	Initial BOCES Budget reviewed by Cabinet	Assoc. Supt. for Business Serv. Treasurer Cabinet
February 15	Expenditure (BAU) Line Item Budget 2022-2023 Reviewed by Cabinet	Cabinet Assoc. Supt. for Business Serv. Treasurer
February 22 (Cabinet Mtg)	Budget Presentations: Administrative, Benefits, Debt Services, Technology, Library & M&O	Directors Treasurer Cabinet
February (Before 2/28)	Budget Process Status	BOE Budget Sub Committee Cabinet
February 28 BOE Meeting	Initial Budget Draft	Superintendent BOE Assoc. Supt. for Business Serv.
March 1 (Cabinet Mtg)	Budget Presentations: Social Studies & SEL Math	Directors Treasurer Cabinet
March 8 (Cabinet Mtg)	Budget Presentations: Transportation (incl. Bus Bond Prop) Athletics & Co-Curricular	Directors Treasurer Cabinet
March 15 (Cabinet Mtg)	Budget Presentations: Professional Development, ENL & LOTE Science, Tech Ed, FACS & Health	Directors Treasurer Cabinet
March 16 (Admin. Mtg)	Principal & Director Budget Update	Superintendent Assoc. Supt. for Business Serv.

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
March (Before 3/21)	Budget Process Status	BOE Budget Sub Committee Cabinet
March 21 BOE Meeting	Budget Update Final Tax Cap Calculation Approve Bus Bond Proposition Notice of Budget Hearing/Election (Submit to Post Standard by March 31). Includes Salina Library & Bus Bond Prop.	Superintendent BOE Assoc. Supt. for Business Serv.
March 22 (Cabinet Mtg)	Budget Presentations: Music & Art ELA & Elementary Education	Directors Treasurer Cabinet
March 29 (Cabinet Mtg)	Budget Presentations: Pupil Personnel Services & Special Ed.	Directors Treasurer Cabinet
March 30 (Admin. Mtg)	Shared Staffing Meeting	Cabinet Principals Directors
March 31	BOCES Service Requests Legal Notice to Post Standard	Cabinet Directors District Clerk
April 1	Board Candidate Biographies Due	District Clerk
April (Before 4/4)	Budget Process Status	BOE Budget Sub Committee Cabinet
April 4 BOE Meeting	Budget Proposal based on approved State Aid (Final State Budget) Formal Adoption of 2022-2023 Budget	Superintendent BOE Assoc. Supt. for Business Serv.
April 7	Legal Notice to Post Standard	District Clerk
April 12	Send Budget Notice Print Shop/BOCES BOCES sends copies to mailing service for mailing on May 5th	Assoc. Supt. For Business Serv.

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
April 12	Budget Dispatch Sent to Printer	School Information Officer
April 14	Legal Notice to Post Standard	District Clerk
April 18 BOE Meeting	BOCES Election & Administrative Budget Vote Board of Education Petitions Due	Superintendent BOE Assoc. Supt. for Business Serv. District Clerk
April 21	Legal Notice to Post Standard Mail Budget Dispatch & Copies to DO	District Clerk School Information Officer
April 25	Property Tax Report Card – Submit to SED/newspapers no later than 24 days before the vote.	Assoc. Supt. for Business Serv. Cabinet District Clerk
April 26	Public Hearing Packets made available to public and each school 7 days prior to Budget Hearing	Assoc. Supt. For Business Serv.
May 3	BUDGET HEARING (Not Less Than 7 or More than 14 Days Prior to Vote) Administrator Compensation Disclosure Available and transmitted to SED via SAMS	BOE Treasurer
May 5	School Budget Notice – mail after Budget Hearing, but not later than six (6) days before Budget Vote	Assoc. Supt. for Business Serv.
May 17	BUDGET VOTE ANNUAL MEETING & ELECTION	