

ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT
 SCHOOL BUDGET TIMETABLE - DEADLINES AND ACTIONS
 2025-2026

| Month | Date | BUDGETARY ACTION | |
|---------------|--------------|--|--|
| November 2024 | As needed | Superintendent, Administrators, Business Official, Director of Facilities/Transportation Director of Technology meet to review procedures | |
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| December 2024 | Monday 2 | District-wide Budget Announcement to Staff with calendar and instructions | |
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| January 2025 | As needed | Administrators/Technology/BOCES/Maintenance/ Bus Garage/Athletic Director/Other meetings as needed | |
| | Wednesday 8 | Regular BOE Meeting | |
| | Friday 17 | All Staff Budget requests due in Wincap | |
| | Wednesday 22 | Regular BOE Meeting (if needed) | |
| | Friday 24 | Deadline for requisitions to be approved by Principals/Supervisors in Wincap | |
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| February 2025 | Wednesday 5 | Regular BOE Meeting | |
| | Wednesday 26 | Regular BOE Meeting (if needed) | |
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| March 2025 | Saturday 1 | Submit Tax Levy Limit info on State Comptroller's website | |
| | Wednesday 5 | Regular BOE Meeting | |
| | Wednesday 12 | Regular BOE Meeting | |
| | Wednesday 19 | Regular BOE Meeting - (Final Budget Review- if complete) | |
| | Wednesday 26 | Regular BOE Meeting - (Final Budget Review) | |
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| April 2025 | Wednesday 2 | Regular BOE Meeting (Final Budget Adoption - if complete) | |
| | Friday 4 | Legal Notice Published - 1st time | |
| | Tuesday 8 | GST BOCES Annual Meeting | |
| | Monday 21 | Deadline for submission of Board of Education Candidate Petitions | |
| | Monday 21 | Deadline for Submission of Petitions for Propositions to be placed on the Ballot. | |
| | Wednesday 23 | Regular BOE Meeting/BOCES Administrative Budget Vote Property Tax Report Card submitted to SED & the Star-Gazette <i>if budget adopted previous night</i> (within 24 hours of budget adoption) | |
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| Month | Date | BUDGETARY ACTION |
|--------------|--------------|---|
| | Wednesday 24 | Legal Notice Published - 2nd time |
| | Friday 25 | Final date for adoption of Property Tax Report Card - if not done on April 23rd |
| | Monday 28 | Property Tax Report Card must be submitted to SED |
| | Tuesday 29 | Budget Statement & Required Attachments Made Available |
| | Sunday 4 | Legal Notice Published -3rd time |
| | May 2025 | Monday 5 |
| Wednesday 7 | | Regular BOE Meeting - Public Budget Hearing |
| Thursday 8 | | Mail Budget Notice |
| Tuesday 13 | | Last day absentee ballots can be mailed |
| Tuesday 14 | | Legal Notice Published - 4th time |
| Tuesday 20 | | Budget Vote & BOE Member Election |
| Wednesday 21 | | Regular BOE Meeting - (if needed) |

Publish Legal Notice - April 4, April 24, May 4, May 13, 2025 (Star-Gazette). Post on District web-site.

Statewide Budget Revote Day Tuesday, June 17, 2025

** Additional Meetings to be scheduled as needed.

*** Budget must be adopted & Property Tax Report Card filed by April 28, 2025

last updated 10/30/2024