

ELMIRA HEIGHTS CENTRAL SCHOOL DISTRICT
 SCHOOL BUDGET TIMETABLE - DEADLINES AND ACTIONS
 2023-2024

Month	Date	BUDGETARY ACTION
November 2022	As needed	Superintendent, Administrators, Business Official, Director of Facilities/Transportation Director of Technology meet to review procedures
December 2022	Monday 5	District-wide Budget Meeting
January 2023	As needed	Administrators/Grant Writers/BOCES/Maintenance/ Bus Garage/Athletic Director/Other meetings as needed
	Wednesday 4	Regular BOE Meeting
	Tuesday 17	All Staff Budget requests due in Wincap
	Wednesday 18	Regular BOE Meeting (if needed)
	Friday 20	Deadline for requisitions to be approved by Principals/Supervisors in Wincap
February 2023	Wednesday 1	Regular BOE Meeting
	Wednesday 15	Regular BOE Meeting (if needed)
March 2023	Wednesday 1	Submit Tax Levy Limit info on State Comptroller's website
	Wednesday 1	Regular BOE Meeting
	Wednesday 8	Regular BOE Meeting (if needed)
	Wednesday 15	Regular BOE Meeting
	Wednesday 22	Regular BOE Meeting - (Final Budget Review- if complete)
	Wednesday 29	Regular BOE Meeting - (Final Budget Review)
	Friday 31	Legal Notice Published - 1st time
	Tuesday 11	GST BOCES Annual Meeting
	Wednesday 12	Regular BOE Meeting - Budget & Property Tax Report Card Adoption
	Thursday 13	Property Tax Report Card submitted to SED & the Star-Gazette <i>if budget adopted previous night</i> (within 24 hours of budget adoption)
	Thursday 13	Property Tax Report Card submitted to SED & the Star-Gazette <i>if budget adopted previous night</i> (within 24 hours of budget adoption)
	Thursday 13	Legal Notice Published - 2nd time

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Month	Date	BUDGETARY ACTION
April 2023	Monday 17	Deadline for Submission of Petitions for Propositions to be placed on the Ballot.
	Monday 17	Deadline for submission of Board of Education Candidate Petitions
	Monday 17	First day Absentee Ballots Can Be Mailed
	Wednesday 19	Regular BOE Meeting - BOCES Administrative Budget Vote - Budget Adoption (if not completed on 12th)
	Thursday 20	Property Tax Report Card submitted to SED & the Star-Gazette <i>if budget adopted previous night</i> (within 24 hours of budget adoption)
	Thursday 20	Budget DID to Print Shop
	Wednesday 27	Budget Statement & Required Attachments Made Available
	Wednesday 28	Mail Budget DID
	Saturday 29	Legal Notice Published -3rd time
	Wednesday 3	Regular BOE Meeting - Public Budget Hearing
	Thursday 4	Mail Budget Notice
	Tuesday 9	Last day absentee ballots can be mailed
	Tuesday 9	Legal Notice Published - 4th time
	Tuesday 16	Budget Vote & BOE Member Election
	Wednesday 19	Regular BOE Meeting - (if needed)

Publish Legal Notice - March 31, April 13, April 29, May 9, 2023 (Star-Gazette). Post on District web-site.

Statewide Budget Revote Day Tuesday, June 20, 2023

** Additional Meetings to be scheduled as needed.

*** Budget must be adopted & Property Tax Report Card filed by April 24, 2023

last updated 10/27/2022