



COBLESKILL-RICHMONDVILLE CENTRAL SCHOOL DISTRICT

2024-25 Budget Calendar

November 13, 2023	Board of Education adoption of the 2024-25 Budget Calendar	Black: Board of Education
December 2023	Preliminary budget assumptions prepared	Green: Business Manager
December 2023	Publicize Citizens Budget Committee (CBC) info and solicit members	Blue: Program Leaders
December 13, 2023	Superintendent & Business Manager review budget outlook, calendar, and guidelines with Program Leaders at Management Team meeting	Purple: District Clerk
January 5, 2024	Educational Data Services (Ed-Data, EDS) website open for 2024-25 requisitioning	Orange: BOE Candidates
January 2024	Revenue projections and district-level budgets reviewed and updated (Board of Education, Central Administration, Finance, Personnel, General Support, Employee Benefits, Debt Service, & Interfund Transfers)	
January 22, 2024	Citizens' Budget Committee Meeting #1, 5:30-6:45 p.m., followed by Regular Board Meeting at 7:00 p.m. CBC Purpose & Direction; 2024-25 Preliminary Budget Forecast & Budget Assumptions; A Closer Look: Revenues	
February 2024	Tax Levy Limit calculated	
February 5, 2024	BOE Presentation #1: 2024-25 Preliminary Budget Forecast & Budget Assumptions; A Closer Look: Revenues	
February 9, 2024	Preliminary department & program budgets due: Operations & Maintenance, Building Principals, Student Services, Technology, Athletics, and Transportation	
February 12-23, 2024	Department & program budgets reviewed and updated (Operations & Maintenance, Administration & Improvement, Regular Instruction, Special Education, Instructional Media, Student Services, & Transportation)	
February 26, 2024	Citizens' Budget Committee Meeting #2, 5:30-6:45 p.m. 1st Draft Budget Review; Tax Levy Limit; A Closer Look: General Support and Administration, Employee Benefits and Debt Service	
March 1, 2024	Deadline for submitting Tax Levy Limit to the Office of the State Comptroller, Tax & Finance, and SED	
March 4, 2024	BOE Presentation #2: 1st Draft Budget Review; Tax Levy Limit; A Closer Look: General Support and Administration, Employee Benefits and Debt Service	
March 4-15, 2024	Budget meetings: Superintendent & Business Manager meet with Program Leaders	
March 19, 2024	Citizens' Budget Committee Meeting #3, 5:30-6:45 p.m., followed by Regular Board Meeting at 7:00 p.m. 2nd Draft Budget Review; A Closer Look: Instruction and Transportation	
March 22, 2024	Revised budgets due (if necessary) from department heads and Program Leaders	
April 4, 2024	Legal Notice #1 of 4 – Date, Time, and Place of Budget Hearing and Budget Vote – <i>Must advertise in 2 newspapers 4 times within 7 weeks of the vote with first publication at least 45 days before the budget vote day.</i> Additional dates: April 18, May 2, & May 16	
April 1-5, 2024	State Aid projections are updated	
April 8, 2024	BOE Presentation #3: 3rd Draft Budget Review; A Closer Look: Instruction and Transportation	
April 9-12, 2024	Final budget adjustments are made	
April 15-23, 2024	Preparation of budget presentation, Property Tax Report Card, Budget Statement, and required attachments (Administrative Salary Disclosure & Exemption Impact Reports)	
April 2024	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions; Obtain and use locked ballot box for absentee ballots; Arrange for pick-up & return of voting machines	
April 18, 2024	Legal Notice #2 of 4 – Date, Time, and Place of Budget Hearing and Budget Vote	

The Board of Education

Bruce Tryon, President • Steven Philbrick, Vice President
Mary Black • Jason Gagnon • Dominga Lent • Susan Strasser • Aimee Yorke



COBLESKILL-RICHMONDVILLE CENTRAL SCHOOL DISTRICT

2023-24 Budget Calendar - *continued*

April 22, 2024	First day for absentee ballot mailing - <i>no earlier than 30 days prior to the election day</i> (District Clerk must mail an absentee ballot for every qualified voter who requests one and maintain a list of names of all individuals provided with absentee ballots and make such list available for public inspection and legal challenge until the day of election)
April 22, 2024	Deadline for petitions for nominations of Board of Education (BOE) candidates and propositions to be placed on ballot - <i>30 days preceding budget vote</i> (Inform candidates of legal requirement for all candidates for election to BOE to file sworn statements of campaign contributions and distribute informational material)
April 22, 2024	First sworn statement of campaign contributions or loans by candidates for membership on the BOE to be filed with the District Clerk and Commissioner of Education - <i>30 days prior to vote date</i>
April 23, 2024	Drawing by District Clerk for determination of order for listing BOE candidates on ballot
April 24, 2024	Board of Education adoption of the 2024-25 General Fund Budget & Property Tax Report Card <i>- at least 25 days before budget vote</i> Appointment of clerks and inspectors of elections for budget vote
April 25, 2024	Property Tax Report Card must be submitted to SED and local newspapers <i>- within 24 hours of budget adoption, but no later than 24 days before budget vote</i>
May 2, 2024	Legal Notice #3 of 4 – Date, Time, and Place of Budget Hearing and Budget Vote
May 2-7, 2024	Budget Newsletter mailed to District residents
May 2024	Prepare voting machine inserts and transmit to county Board of Elections; Physically examine voting machines for ballot placement; Sign statement at the board of elections; Prepare supplies needed for the day of the election
May 2024	Final department and building budgets communicated to Program Leaders
May 5, 2024	Final Service Commitments submitted to BOCES
May 6, 2024	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public library and on the district website <i>- at least 7 days before Budget Hearing & at least 14 days before Budget Vote</i>
May 13, 2024	Public Budget Hearing & Meet the Candidates, 6:30 – 7:00 p.m <i>7-14 days prior to Budget Vote; Budget Statement & attachments must be available</i>
May 14, 2024	Budget Notice (postcard) mailed to eligible voters - <i>after Budget Hearing, at least 6 days prior to Budget Vote</i>
May 14, 2024	Last day for absentee ballot mailing - <i>no later than 7 days prior to the election day</i>
May 16, 2024	Legal Notice #4 of 4 – Date, Time, and Place of Budget Hearing and Budget Vote
May 16, 2024	Second sworn statement of campaign contributions or loans by candidates for membership on the BOE to be filed with the District Clerk and Commissioner of Education - <i>5 days prior to vote date</i>
May 17-20, 2024	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education <i>- within 24 hours of receipt by candidates</i>
May 21, 2024	Statewide Annual Meeting / Board Election / Budget Vote Day
June 10, 2024	Board of Education accepts voting results
June 10, 2024	Last date to file final sworn statement of campaign contributions by candidates for BOE membership
June 18, 2024	Statewide budget revote day (if necessary)