

Middleburgh

CENTRAL SCHOOL DISTRICT



2025/2026 BUDGET DEVELOPMENT CALENDAR

BOE approved 11/13/24 meeting

NOVEMBER

- 11/13/2024 Board of Education Meeting Public Session 6:00 PM
Adopt the 2025/2026 Budget Development Calendar

November 2024							5
S	M	T	W	Th	F	Sa	
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24	25	26	27	28	29	30	

JANUARY

- 1/2/2025 Roll out Education Data requisition & Budget spreadsheets to instructional staff via email
- 1/8/2025 Business Manager attends Jr/Snr. Faculty Mtg. to provide budget development training to Instructional staff (i.e., Ed Data requisitions, budget requests, subscription renewal lists)
- 1/8/2025 Board of Education Meeting Public Session 6:00 PM
Budget Workshop #1
Budget Information, 2025/2026 Rollover budget & assumptions
- 1/15/2025 Business Manager attends ES Faculty meeting to provide budget development training to Instructional staff (i.e., Ed Data requisitions, budget requests, subscription renewal lists)

January 2025							7
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FEBRUARY

- 2/1-2/28/2025 Dept. Budgets (i.e., Main Office, PPS, technology, athletics, B&G, transportation) submitted and reviewed
- 2/12/2025 Board of Education Meeting Public Session 6:00 PM
Budget Workshop #2
Review State Aid estimates & Tax levy limit calculation
Review Capital & Administrative Budget components
- 2/28/2025 Requisitions & budget spreadsheets due from Instructional Staff/Coordinators
- 2/28/2025 Preliminary Tax Levy Limit submitted to NYS Office of State Comptroller

February 2025							8
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MARCH

- 3/1-3/9/25 Review Ed Data requisitions/Budget Spreadsheets/revised budget as needed
- 3/12/2025 Board of Education Meeting - Budget Workshop #3 Public Session 6:00 PM
Review Estimated revenues/Program Budget component/Overall preliminary budget
Review 24/25 year Fund Balance projection
- 3/31/2025 Last day to submit requisitions/request purchase orders with current year funds
- 3/31/2025 Legal Notice of School Budget Hearing & Annual Budget Vote 6:00 PM
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #1 to be published (Submit on this day for publication on April 3rd & 4th)

March 2025							9
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30	31						



2025/2026 BUDGET DEVELOPMENT CALENDAR

APRIL

4/1-4/18/2025 Prepare absentee ballot applications, absentee ballot, related envelopes, and directions
Property Tax Report Card submitted to local newspaper.

4/9/2025 Board of Education Meeting **Public Session 6:00 PM**
Adopt Tentative 2025/2026 Budget/propositions for voter approval
Appoint clerks & inspectors of elections for budget vote
NOTE: the absolute latest date the tentative Proposed Budget/Propositions can be approved by the BOE is April 29th, 2024.

4/10- 4/17/2025 Prepare Budget Workbook/Newsletter (Finalize by 4/18/25)

4/11/2025 Submit the Property Tax Report Card (PTRC) to NYS
NOTE: the statutory deadline to submit the 2023-2024 PTRC to NYS is April 28, 2025.

4/14/2025 Legal Notice of School Budget Hearing & Annual Budget Vote **6:00 PM**
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #2 to be published (Submit on this day for publication on April 17th & 18th)

4/21/2025 **Deadline** for filing Board of Education petitions and propositions for vote
Must be submitted to the District Clerk by 5:00 PM

4/21/2025 Media Release on Proposed Budget
Required Documents available in District Office & on District website: School District Report Card, Fiscal Accountability Statement, Property Tax Report Card, Administrative Salary Disclosure, and Tax Exemption Notice, Budget Notice, Transparency Report
Absentee Ballots available from the District Clerk
Budget Workbook available on District website/at offices

4/22/2025 Date of drawing by District Clerk for determination of order for listing
Board of Education candidates on ballot
Inform candidates of legal requirement for all candidates for election to BOE to file sworn statements of campaign contributions & distribute informational material.
First sworn statements to be filed w/District Clerk & Commissioner of Education 30 days prior to vote date.

4/23/2025 Board of Education Meeting - BOCES Budget Vote **Public Session Time TBD**

4/25/2025 Distribute military ballots (no later than 25 days before vote)

4/25/2025 Arrange for the pickup & return of voting machines w/Board of Elections

4/28/2025 Legal Notice of School Budget Hearing & Annual Budget Vote
Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #3 to be published (Submit on this day for publication on May 2nd & 3rd)

April 2025							10
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MAY

- 5/1-5/16/25 Prepare ballot for voting machines - submit to County

- 5/5/2025 Legal Notice of School Budget Hearing & Annual Budget Vote
 Must advertise 4 times w/in seven weeks of the vote - first publication 45 days prior to vote
Notice #4 to be published (Submit on this day for publication on May 8th & 9th)

- 5/6/2025 Annual Budget Hearing Presentation posted to the District's website

- 5/7/2025 Annual Budget Hearing/Board of Education Meeting **Public Session 6:00 PM**

- 5/8/2025 Budget Newsletter/Notice mailed to eligible voters after budget hearing

- 5/15/2025 Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education to be filed with the District Clerk

- 5/15-5/19/2025 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 within 24 hours of receipt by candidates for membership on the Board of Education

- 5/20/2025 Annual Budget Vote/Proposition Vote/Board of Education Election **12 PM - 9 PM**
 Junior/Senior High School Gymnasium Lobby
Absentee Ballots must be submitted to the District Clerk by 5:00 pm on May 20th

May 2025							11
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Budget Revote date - June 17, 2025 (only if budget proposition fails)