

**NORTH COLLINS CENTRAL SCHOOL DISTRICT  
2023-24 Budget Development Calendar**

<b>October, 2022</b>	<b>Review 23-24 DRAFT Budget Development Calendar</b>
<b>November 15, 2022</b>	<b>Adopt 23-24 Budget Development Calendar</b>
<b>Nov./Dec. 2022</b>	Meet with Budget Builders to assist in the budget building process. Meet with Budget Builders to Discuss Personnel levels in each Building/Area.
<b>December 13, 2022</b>	<b><i>Long-Range Budget Planning Report (Rick Timbs Presentation)</i></b> <b><i>Long-Range Fund Balance and Reserve Planning Report</i></b>
<b>January, 2023</b>	Prepare Personnel, Benefits, Debt Service, and Utility Budgets. Budget Builders present Budget Drafts to Business Office Review of programs and estimated revenues.
<b>February, 2023</b>	Prepare BOCES Budget; Arrange for voting machines, drop-off and return, and set-up for Budget Vote/Board Election.
<b>February 28, 2023</b>	<b><i>Presentation of Preliminary Budget forecast and budget assumptions (2023-2024)</i></b>
<b>March 1, 2023</b>	Submit 2022-23 calculation for Tax Levy Limit to the Office of the State Comptroller's Office.
<b>March 14, 2023</b>	Discussion of Preliminary Budget. Adoption of additional Propositions (Buses) for Public Vote. Appointment of Clerk of District meeting and Election Inspectors for Vote.
<b>March 28, 2023</b>	<b>Discussion and Review of Preliminary Budget to BOE</b>
<b>March 31, 2023</b>	First Publication of Budget Vote/Board Election in Newspapers (also 4/21, 5/5, 5/12).
<b>April, 2023</b>	Prepare Absentee Ballot applications, envelopes, directions. Obtain and use locked ballot box for Absentee Ballots.
<b>April, 2023</b>	(First April meeting) Final presentation to/instructions from Board for Budget. Possible adoption of Budget and approval of Property Tax Report Card (Property Tax Report Card to be submitted the next business day after Board approves it, no later than Monday, April 24, 2023.)
<b>April, 2023</b>	(Second April meeting) Adoption of Budget and approval of Property Tax Report Card, if not passed at earlier April meeting. (Property Tax Report Card to be submitted the next business day after Board approves it, no later than Monday, April 24, 2023. Final date for adoption of budget by Board is April 21, 2023.)
<b>April 17, 2023</b>	Deadline for submission of Board Candidacy Petitions and voter-submitted petitions (5:00 pm in Clerk's Office)** Inform Candidates of legal requirements of sworn statements of campaign expenses.
<b>April 18, 2023</b>	10:00 am – Drawing for Position on Ballot for Board Election. *Submit Budget/Board Vote materials for printing ballots if budget adopted and candidates are known. (including absentee)
<b>April 21, 2023</b>	Budget Adoption Deadline and Property Tax Report Card Submission next business day if not approved earlier in April.

<b>May 2, 2023</b>	Mail Budget statement and required attachments (Salary Disclosure). Budget Statement and attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before the Budget Hearing date and at least 14 days before the Budget Vote.
<b>May 9, 2023</b>	Budget Presentation Hearing.
<b>May 10, 2023</b>	Mail Budget Notice to eligible voters.
<b>May, 2023</b>	District Clerk maintains list of names of those residents who were given absentee ballots. Said list is to be available, upon request, for public inspection until the day of the election.
<b>May 15, 2023</b>	Voting machines set up and delivered by Board of Elections for use by this date.
<b>May 16, 2023</b>	Budget Vote/Board Election Date. Board Meeting to Adopt Budget/Board Vote results.
<b>July 1, 2023</b>	Implement 2023-24 Budget.

\*\*If needed, Statewide Budget revote date is June 20, 2023, with the Budget Hearing being held on June 13, 2023. Notices in paper 2 weeks in advance (June 9 and 16, 2023).\*\*