

**2022**  
**2023**

# Phelps-Clifton Springs CSD

## BUDGET DEVELOPMENT CALENDAR

Draft 11/5/2021

DATE	BUDGET DEVELOPMENT
November 15, 2021	Present 2022-2023 Draft of Budget Development Calendar to BOE.
December 13, 2021	BOE to Adopt 2022-2023 Final Budget Development Calendar.
December 2021 / January 2022	Meet with administrators and department heads, ongoing.
January 10, 2022	Administrators and department heads submit program budget recommendations.
January 18, 2022	Meet with BOE to discuss preliminary budget goals. Present 2022-23 Budget Draft #1 (operations and general support) to BOE for review and comment.
February 7, 2022	Present 2022-23 Budget Draft # 2 (debt service and employee benefits) to BOE for review and comment.
March 1, 2022	Submit 2022-23 calculation for tax levy limit to Office of Comptroller, Tax and Finance & SED.
March 14, 2022	Present 2022-23 Budget Draft #3 (instructional and special education) to Board of Education for review and comment.
March 29-April 2, 2022	First Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote.
April 4, 2022	BOE makes final budget decisions based on projected state aid as per final NYS budget.
April 18, 2022	School board candidate nominating petitions and voter submitted petitions are due in the office of the district clerk by 5:00 p.m. 30 days before election.
April 18, 2022	Final draft of 2022-23 Budget Adoption by Board of Education.
April 19, 2022	Property tax report card submitted to SED and local newspaper within 24 hours of adoption.
April 27, 2022	Wayne-Finger Lakes Administrative Budget and Board Vote
May 9, 2022	Budget Hearing – Budget statement and required attachments available 7 days prior.
May 10, 2022	Budget Notice mailed to eligible voters.
May 17, 2022	Statewide annual meeting/ board election/ budget vote day.
May 25, 2022	Tentative BOE meeting in case budget is not passed.
June 21, 2022	Statewide budget revote day if previously defeated.