

**2025-2026 Budget Development Calendar**  
Cortland Enlarged City School District



Adopted by BOE on: September 17, 2024

Enlarged City School District

<b>SEPTEMBER 2024</b>		
Initial Budget Development Planning		
Tues, Sept 17	BOE Meeting	<ul style="list-style-type: none"> <li>• Present budget calendar to BOE</li> <li>• Adopt budget calendar</li> </ul>
<b>OCTOBER 2024</b>		
Meetings with budget builders to discuss budget priorities and parameters		
Tues, Oct 8	Finance Com	Budget Development Process Discuss Budget Parameters
Tues, Oct 29	BOE Meeting	<ul style="list-style-type: none"> <li>• Present long-range financial plan</li> </ul>
<b>NOVEMBER 2024</b>		
Budget builders meet with their staff to develop their budget requests		
Tues, Nov 12	Finance Com	Reserves Update
Tues, Nov 26	BOE Meeting	<ul style="list-style-type: none"> <li>• Present debt service projections</li> </ul>
<b>DECEMBER 2024</b>		
Initial budget requests by budget builders due by Monday, December 16 for review		
Tues, Dec 10	Finance Com	TBD
Tues, Dec 17	BOE Meeting	<ul style="list-style-type: none"> <li>• Present initial BOCES service requests</li> </ul>
<b>JANUARY 2025</b>		
Review initial budget requests with budget builders		
Tues, Jan 14	Finance Com	TBD
Tues, Jan 28	BOE Meeting	<ul style="list-style-type: none"> <li>• Present initial payroll projections</li> <li>• Present employee benefits projections</li> </ul>
<b>FEBRUARY 2025</b>		
Final budget requests due by Friday, February 7		
Tues, Feb 11	Finance Com	TBD
Tues, Feb 25	BOE Meeting	<ul style="list-style-type: none"> <li>• Present tax levy calculations</li> </ul>

<b>MARCH 2025</b>		
Preparation of Final Draft of 25-26 Budget		
Sat, Mar 1	Deadline	Submit 2025-26 calculation for tax levy limit to Office of State Comptroller, Tax & Finance, and SED
Tues, Mar 11	Finance Com	State Aid Projections
Tues, Mar 25	BOE Meeting	<ul style="list-style-type: none"> <li>• Present revenue budget</li> <li>• Present draft of 2025-26 budget</li> </ul>
<b>APRIL 2025</b>		
Final budget discussions		
Weds, Apr 2	Notice	1st publication of Legal Notice of school budget hearing and budget vote
Tues, Apr 8	Finance Com	Fund Balance Projections
Weds, Apr 16	Notice	2nd publication of Legal Notice of school budget hearing and budget vote
Mon, Apr 21	Deadline	Submission of petitions for propositions to be placed on ballot
Mon, Apr 21	BOE Meeting	<ul style="list-style-type: none"> <li>• Present final draft of 2025-26 budget</li> <li>• Adopt BOCES budget</li> <li>• Adopt Property Tax Report Card</li> <li>• Appoint clerks and inspectors of elections</li> </ul>
Tues, Apr 22	Deadline	Property Tax Report Card submitted to SED within 24 hours of BOE adoption
Fri, Apr 25	Deadline	Arrange for the pickup and return of voting machines
Tues, Apr 29 - Tues, May 20	Notice	Budget Statement and required attachments must be made available upon request, at the Kaufman Center
Weds, April 30	Notice	3rd publication of Legal Notice of school budget hearing and budget vote
Weds, April 30	Deadline	Submission of petitions for nominations of BOE candidates.
Weds, April 30	Deadline	First sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education
<b>MAY 2025</b>		
Budget Hearing and Budget Vote/BOE Election		

Tues, May 6	Notice	Voter Registration Day 3pm - 8pm at the Kaufman Center
Tues, May 6	Deadline	Military Ballots mailed to qualified voters, no later than 14 days before vote/election
Tues, May 6	BOE Meeting	<ul style="list-style-type: none"> <li>Budget Hearing</li> </ul>
Weds, May 7	Notice	Budget Notice mailed to district residents
Tues, May 13	Deadline	Absentee Ballots mailed to qualified voters who request one, no later than 7 days before vote/election
Weds, May 14	Notice	4th publication of Legal Notice of school budget hearing and budget vote
Weds, May 14 - Mon, May 19	Notice	List of names of those residents who were given absentee ballot is available for public inspection and legal challenge
Thurs, May 15	Deadline	Second sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education
Thurs, May 15 - Mon, May 19	Deadline	Sworn statements of campaign contributions or loans in excess of \$1,000, received by the vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within 24 hours of receipt by candidates for membership on the Board of Education
Tues, May 20	VOTE	Statewide annual meeting, board election, budget vote
<b>JUNE/JULY 2025</b>		
Mon, June 9	Deadline	Third sworn statement of campaign contributions to be filed with the District Clerk and Commissioner of Education
Tues, June 17	REVOTE	Statewide budget revote day
Tues, July 1	Notice	Beginning of 2025-26 fiscal year. Budget implemented.