



# North Tonawanda City School District

## 2024-25 School Budget Calendar



Target Date	Weekday	Action Item	Location	Time
November 8, 2023	Wed.	<b>Regular Board Meeting</b> <ul style="list-style-type: none"> <li>2024-25 budget calendar to the Board of Education (BOE adoption)</li> </ul>	District Office	6:30
Nov. 2023 - Jan. 2024		Budget development with building administrators and department heads		
December 6, 2023	Wed.	<b>Regular Board Meeting</b> <ul style="list-style-type: none"> <li><b>PRESENTATION:</b> District's financial condition based on the 2022-23 audit</li> <li><b>REPORT:</b> Long-Range Financial Plan</li> <li>Board discusses budget goals / parameters / priorities</li> </ul>	District Office	6:30
January 3, 2024	Wed.	<b>Regular Board Meeting with Budget Study Session #1</b> <ul style="list-style-type: none"> <li><b>PRESENTATION:</b> 2024-25 Roll Over Budget (INCL salary and Debt)</li> </ul>	District Office	6:30
February 7, 2024	Wed.	<b>Regular Board Meeting with Budget Study Session #2</b> <ul style="list-style-type: none"> <li><b>PRESENTATION:</b> 2024-25 Revenue Projections (Governor's Proposal) - updates on expenditures</li> <li><b>PRESENTATION:</b> Operations and Maintenance Budget</li> </ul>	District Office	6:30
Feb. 15th (or before)		The <b>tax base growth factor</b> provided by NYS Dept. of Taxation and Finance (cannot be less than 1)		
March 1st (or before)		District submits <b>tax levy limit calculation</b> on the State Comptroller's website		
March 6, 2024	Wed.	<b>Regular Board Meeting with Budget Study Session #3</b> <ul style="list-style-type: none"> <li><b>PRESENTATION:</b> 1st Draft of Complete 2024-25 General Fund Budget - BOCES, Salaries, and Healthcare, Pension &amp; Other Benefits Budget</li> <li><b>PRESENTATION:</b> Transportation Budget</li> </ul>	District Office	6:30
April 5, 2024		<b>First Publication of Legal Notice</b> Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks of the vote with the first legal notice publication occurring at least 45 days before the Annual Budget Vote. Notice should appear in 2 general circulation newspapers. If no such newspapers exist in the district, the notice should be posted in at least 20 public places at least 45 days in advance of the Budget Vote.		
April 10, 2024	Wed.	<b>Regular Board Meeting with Budget Study Session #4</b> <ul style="list-style-type: none"> <li>Tentative date to review final 2024-25 Revenue Figures (NYS Adopted Budget).</li> <li><b>PRESENTATION:</b> Final budget adoption by BoE (tentative).</li> <li><b>ADOPTION of Budget and Property Tax Report Card by the Board of Education.</b></li> </ul>	District Office	6:30
After Budget Adoption		Property tax report card must be submitted to the SED (via State Aid Management System - SAMS) and local newspapers of general circulation by the end of the next business day following the budget adoption but no later than 24 days prior to the Budget Vote.		
<b>Spring Recess: March 25th - April 5th</b>				
April 29, 2024	Mon.	Final date for budget adoption by the Board of Education (Friday) <b>if not adopted on April 10th</b>		
May 1, 2024		School board candidate nominating petitions due in the office of the district clerk by 5:00 p.m. 30 days before election (except in small city school districts).  Voter submitted petitions (for propositions other than those required to be included in the notice of annual meeting) must be submitted 30 days before the vote. <b>Deadline is 20 days before vote for a small city school.</b>		
May 7 - 21, 2024		<ul style="list-style-type: none"> <li>Copies of the budget must be available to the residents upon request (during the 14 days before the vote and on day of vote).</li> <li><b>REPORT:</b> Budget Statement - including required attachments</li> </ul>		
May 14, 2024	Tues.	<b>Budget Hearing and BOE Candidate Presentations</b>	FAC	7:00
Up through May 14, 2024		Absentee ballots must be mailed no earlier than 30 days or later than 7 days prior to voting day ( <b>May 14th</b> ). List of residents who were given applications for absentee ballots is subject to public inspection and legal challenge until the day of the vote (end of business day of <b>May 21st</b> ).		
May 15, 2024		District Newsletter / Budget Notice mailed to eligible voters (after Budget Hearing but no later than 6 days prior to date of vote).		
<b>May 21, 2024</b>	<b>Tues.</b>	<b>Statewide Annual Budget Vote and Board Election Day</b> (3rd Tuesday in May)	<b>Alumni Center</b>	<b>11 AM-8 PM</b>
June 18, 2024		Statewide budget revote day (if needed).		