

# **GLENS FALLS CITY SCHOOL DISTRICT**

## **2023-2024 BUDGET CALENDAR**

January, 2023:	Present 2023-2024 Budget Development Timeline to Board of Education Bobby Yusko (Assistant Superintendent for Business) and Dr. Dengler (Superintendent) meet with administrators to distribute budget guidelines and requisition sheets, and gather input regarding program staff needs, materials and supplies, cost saving ideas, and potential increases/decreases in building budgets. Administrators submit program budget composite to Assistant Superintendent for Business (building materials & supplies and contractual purchase requests).
January 30, 2023:	Audit & Finance Committee meeting, 7:00 p.m.
February 13, 2023:	Present 2023-2024 preliminary budget forecast and proposed budget assumptions to Board of Education, 7 p.m.
March 1, 2023:	Tax Levy Limit submission due to the Office of the State Comptroller
March 13, 2023:	Regular Board of Education meeting, 7 p.m.; Board adopts the Notice of Registration and Notice of Public Hearing and Annual Meeting resolution
March 14, 2023:	School Board Candidate Nominating Petitions available at the District Office
April, 2023:	District Office prepares absentee ballot applications, absentee ballots, related envelopes, and directions (The ballot must be mailed no earlier than 30 days or later than 7 days prior to the Election Day – (April 17 – May 9, 2023 for GFSD)  Board of Education finalizes 2023-2024 educational plan and budget before the April 24, 2023 due date for NYS Property Tax Report Card
April 1, 2023:	1 <sup>st</sup> Notice of Budget Hearing, Annual Meeting and Election published in the Post Star (at least 45 days before Budget Vote)
April 3, 2023:	Regular Board of Education meeting, 7 p.m.; Anticipated 2023-2024 Budget adoption
April 4, 2023:	Last day to file Taxpayer Report Card with New York State and provide to the Post Star for publication (April 24, 2023 <u>or</u> day following Budget adoption)
April 8, 2023:	2 <sup>nd</sup> Notice of Budget Hearing, Annual Meeting and Election published in the Post Star
April 15, 2023:	3 <sup>rd</sup> Notice of Budget Hearing, Annual Meeting and Election published in the Post Star
April 22, 2023:	4 <sup>th</sup> and Final Notice of Budget Hearing, Annual Meeting and Election published in the Post Star
April 25, 2023:	Special Board of Education meeting, 6 p.m.: anticipated BOCES budget adoption

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April 25, 2023:	2023-2024 Proposed Budget Statement and attachments made available to the public online, at every school building, and Crandall Public Library
April 26, 2023:	LAST DAY FOR FILING PETITIONS by candidates with Clerk of the Board (20 days before election and signed by at least 100 qualified voters), 5 p.m. deadline Voter Registration at District Office: 9-11 a.m. & 2-4 p.m.
April 27, 2023:	<ul style="list-style-type: none"><li>- Drawing for candidates' position on ballot</li><li>- Candidates informed of the legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material</li><li>- Candidates' photos taken and personal statement received for publication in Budget Newsletter</li><li>- Press notified of candidates for the School Board, date, time and polling places</li></ul>
April 28, 2023 thru May 9, 2023:	Absentee ballots mailed to any qualified voter who requests one at the District Office
May 8, 2023:	Budget Public Hearing, 6 p.m.
May 8, 2023:	Regular Board of Education meeting, 7 p.m.
May 9, 2023:	Required Proposed Budget Notice and Budget Newsletter mailed to District residents
May 16, 2023:	<b>BUDGET VOTE DAY:</b> District Annual Meeting and election of Board of Education <ul style="list-style-type: none"><li>- 12 p.m. to 9 p.m. at Sanford Street School</li><li>- Board of Education meets at 9 p.m. to tabulate votes and declare winners</li><li>- Clerk of the Board notifies winners within 24 hours of the vote tabulation</li><li>- Press notified of election results; BOCES District Superintendent notified of budget vote results</li></ul>
June 20, 2023:	Statewide budget re-vote day, if required (third Tuesday of June)
July 1, 2023:	Implement 2023-2024 Budget