



# JEFFERSON CENTRAL SCHOOL

## 2022/2023 BUDGET DEVELOPMENT CALENDAR

BOE approved November 16, 2021

### NOVEMBER

- 11/16/2021 Board of Education Meeting 6:00 PM  
Review & Adopt the 2022/2023 Budget Development Calendar  
Post approved Calendar on school website  
Distribute Budget Development Guidance documents to teachers/support staff

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### DECEMBER

Superintendent/Treasurer meet with CSE, Buildings & Grounds, Transportation, & Athletic departments to review preliminary budgets & long-range/equipment plans (begins in December - ongoing through February)  
(Budgets finalized by February 28th)

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	Holiday Recess			
Holiday Recess						

### JANUARY

- 1/18/2022 Budget Workshop/BOE Presentation & Discussion 6:00 PM  
Review 2022/2023 Rollover Budget & Budget Development Objectives  
State Aid estimates & Property Tax Cap

January						
Su	Mo	Tu	We	Th	Fr	Sa
				Holiday Recess		
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### FEBRUARY

- 2/8/2022 Last date to submit for 2021/2022 purchase order requests to the District Office  
2/11/2022 Due date to submit 2022/2023 budget requests to the Business Office  
2/15/2022 Budget Workshop/BOE Presentation & Discussion 6:00 PM  
2022-2023 Preliminary Budget Review/Updates & Estimated Revenues  
2/28/2022 Tax Levy Limit submitted to the New York State Office of the State Comptroller  
*Statutory Deadline is March 1, 2022 to submit the preliminary tax cap calculation*

February						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	Mid-Winter Recess					26
27	28					



# JEFFERSON CENTRAL SCHOOL

## 2022/2023 BUDGET DEVELOPMENT CALENDAR

### MARCH

3/15/2022 Budget Workshop/BOE Presentation & Discussion 6:00 PM  
2022-2023 Preliminary Budget/Estimated Revenues Review & Updates

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### APRIL

4/18/2022 Deadline for filing Board of Education petitions and propositions  
Must be submitted to the District Clerk by 5:00 PM

4/18/2022 BOE Meeting/Presentation 6:00 PM  
Review 2022-2023 Budget, Adopt Tentative Budget/Tax Levy for Voter Approval  
*NOTE: the absolute latest date the tentative Proposed Budget/Propositions can be approved by the BOE is April 21st, 2022.*

4/22/2022 Property Tax Report Card submitted to NYS Real Property Tax/NYSED  
*NOTE: the statutory deadline to submit the 2022-2023 PTRC to NYS is April 25, 2022.*  
2022-2023 Budget Notice submitted to NYSED  
*NOTE: the statutory deadline to submit the 2021-2022 PTRC to NYS is April 26, 2021.*

4/19 - 4/25/2022 Prepare Budget Workbook/Budget Notice (Finalize by 4/26/22)

4/26/2022 Media Release on Proposed Budget  
Required Documents available in District Office & on District website:  
School District Report Card, Fiscal Accountability Statement, Property Tax Report Card, Administrative Salary Disclosure, and Tax Exemption Notice  
[www.jeffersoncs.org](http://www.jeffersoncs.org)  
Absentee Ballots available from the District Clerk  
Budget Workbook/Notice Mailed

April						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	Spring Break					16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*If the BOE feels an additional budget workshop is needed prior to the Tentative Budget adoption, a budget workshop can be added prior to the April Business meeting date.*

### MAY

5/9/2022 Annual Budget Hearing (Board of Education Meeting) 6:00 PM  
Annual Budget Hearing Presentation posted to the District's website  
[www.jeffersoncs.org](http://www.jeffersoncs.org)

5/17/2022 Annual Budget Vote/Proposition Vote/Board of Education Election 12 PM - 8 PM  
Board of Education Meeting 6:00 PM

May						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				