



North Tonawanda City School District

2023-24 School Budget Calendar



Target Date	Weekday	Action Item	Location	Time
November 2, 2022	Wed.	Regular Board Meeting • Present the 2023-24 budget calendar to the Board of Education (BOE adoption) • REPORT: Reserve plan (update)	District Office	6:30
Nov. - Jan. 2023		Budget development with building administrators and department heads		
December 7, 2022	Wed.	Regular Board Meeting • PRESENTATION: District's financial condition based on the 2021-22 audit • REPORT: Long-Range Financial Plan • Board discusses budget goals / parameters / priorities	District Office	6:30
January 4, 2023	Wed.	Regular Board Meeting with Budget Study Session #1 • PRESENTATION: 2023-24 Roll Over Budget (INCL salary and Debt)	District Office	6:30
February 1, 2023	Wed.	Regular Board Meeting with Budget Study Session #2 • PRESENTATION: 2023-24 Revenue Projections (Governor's Proposal) - updates on expenditures • PRESENTATION: Operations and Maintenance Budget	District Office	6:30
Feb. 15th (or before)		The tax base growth factor provided by NYS Dept. of Taxation and Finance (cannot be less than 1)		
March 1st (or before)		District submits tax levy limit calculation on the State Comptroller's website		
March 1, 2023	Wed.	Regular Board Meeting with Budget Study Session #3 • PRESENTATION: 1st Draft of Complete 2023-24 General Fund Budget - BOCES, Salaries, and Healthcare, Pension & Other Benefits Budget • PRESENTATION: Transportation Budget	District Office	6:30
March 28 - April 1, 2023		First Publication of Legal Notice 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.		
March 29, 2023	Wed.	Regular Board Meeting with Budget Study Session #4 • Tentative date to review final 2023-24 Revenue Figures (NYS Adopted Budget) • PRESENTATION: Final budget for adoption by BoE (tentative) • Budget discussion and updates	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.		
Spring Recess: April 3 - 14				
April 17 - 26th, 2023		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 cities). 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. Deadline is 20 days before vote for small city school		
April 21, 2023	Fri.	Final date for budget adoption by the Board of Education (Friday) if not adopted on March 29th		
April 25 - May 2, 2023		• Copies of the budget must be available to the residents upon request (during the 14 days before the vote and on day of vote). • REPORT: Budget Statement - including required attachments		
May 9 2023	Tues.	Budget Hearing and BOE Candidate Presentations • Budget presented in 3 components: Administrative, Program, and Capital	FAC	7:00
May 10, 2023		• District Newsletter / Budget Notice mailed to eligible voters (after Budget Hearing but no later than 6 days prior to date of vote)		
Up through May 16, 2023		Absentee ballots must be mailed no earlier than 30 days or later than 7 days prior to voting day (May 9th). 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 May 16th)		
May 16, 2023	Tues.	Statewide Annual Budget Vote and Board Election Day (3rd Tuesday in May)	Alumni Center	12-8 PM
June 20, 2023		• Statewide budget revote day (if needed)		