



# CAMBRIDGE CENTRAL SCHOOL DISTRICT

## 2022-2023 BUDGET DEVELOPMENT CALENDAR

October/ November 2021	Administrative team reviews all staffing for all instructional and non-instructional staff with principals and supervisors. Review budget status for potential increase/decreases. (Continued ongoing work throughout the year)
November/ December 2021	Meet with non-instructional budget supervisors to discuss first budget drafts (Buildings & Grounds, Technology, and General Support). Meet with all related departments to discuss requests of 2022-23 BOCES services. Principals meet with faculty to discuss Instructional Programs and item requests by December 4 <sup>th</sup> . Administrators prepare Program, Staff, and Facility Reports for review and discussion with the Superintendent. New Instructional Request Forms for the 2022-23 Program Budget are due to the Superintendent on December 17 <sup>th</sup> .
January 13, 2022	<b>Budget Work Session &amp; Regular Board of Education Meeting – 7:00 p.m.</b> General budget overview and General Support review to Board of Education. Current year expense and revenue update used to project fund balance. Presentation of a five-year budget forecast based on 2021-22 budgeted expenditures.
January 2022	Administrators will review instructional budgets with the Superintendent and the School Business Administrator.
February 10, 2022	<b>Budget Work Session &amp; Regular Board of Education Meeting – 7:00 p.m.</b> Budget Update, discuss Governor’s proposed budget with Board of Education. Jr./Sr. High School, Elementary School, and Special Education Program Review Presentation.
February 17, 2022	<b>Budget Work Session – 7:00 p.m.</b> Update Budget Information – Review of Tax Levy Limit Calculation. Athletics Program, Technology Department, Buildings & Grounds, Transportation budget plans to be presented to the Board of Education.
March 1, 2022	Business Administrator will submit information to calculate Tax Levy Limit on Office of the State Comptrollers website on or before March 1, 2022.
March 3, 2022	<b>Budget Work Session – 7:00 p.m.</b> Presentation of the Superintendent’s Recommended Proposed 2022-23 Budget.
March 10, 2022	<b>Budget Work Session &amp; Regular Board of Education Meeting – 7:00 p.m.</b> Board of Education initiates special propositions for May vote. Business Administrator will supply the Board of Education with updated information on the 2022-23 Employee Benefits cost, and a review the projected 2022-23 BOCES budgets.
April 2, 2022	District Clerk publishes first publication of legal notice, time, and location of school budget hearing and budget vote. (Must advertise four times within seven weeks of the vote with first publication 45-49 days before the budget vote).
April 2022	District Clerk will prepare Absentee Ballot application, Absentee Ballots, related envelopes and directions to voters.

**58 South Park Street • Cambridge, NY 12816 • Phone: 518-677-2653 • Fax: 518-677-3889**



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## 2022-2023 BUDGET DEVELOPMENT CALENDAR

April 7, 2022	<b>Budget Work Session– 7:00 p.m.</b> Final 2022-23 Budget and Education Plan presented to the Board of Education. District Clerk prepares second publication of legal notice, time, and location of School Budget hearing and vote.
April 14, 2022	<b>Regular Board of Education Meeting – 7:00 p.m.</b> Final 2022-23 Budget and Education Plan presented to the Board of Education for adoption of the 2022-23 Budget and Property Tax Report Card.
April 18, 2022	Deadline for submission of Board of Education petitions due to the District Clerk’s Office by 4:00 p.m. Absentee ballots available upon request.
April 19, 2022	District Clerk draws for order of Board of Education candidates on the ballot. Clerk prepares voting ballots for printing. NYSED required salary disclosure form submitted electronically by the School Business Administrator.
April 18, 2022	School Business Administrator submits the Property Tax Report Card electronically to NYSED after Board of Education adoption of the 2022-23 Budget, and District Clerk submits to legal newspaper for general circulation.
April 26, 2022	<b>Regular Board of Education Meeting – 7:00 p.m.</b> Board of Education to vote on WSWHE BOCES Administrative Budget & BOCES Board of Education Candidates.
April 26, 2022	District Clerk publishes first publication of legal notice, time, and location of school budget hearing and budget vote. Absentee ballots mailed to all those who requested them; clerk to maintain master list of all individuals provided an absentee ballot. Budget statement and all required attachments will be available for public review in all district buildings.
May 2, 2022	Fourth publication of legal notice on School Budget Hearing and Budget Vote.
May 3, 2022	<b>Public Budget Hearing &amp; Regular Board of Education Meeting – 7:00 p.m.</b>
May 4, 2022	Budget notice mailed to residents including property tax report card. Budget Newsletter available to the public.
May 17, 2022	<b>Budget Vote</b> (including any special propositions) and election of Board of Education candidates 12:00 p.m. – 9:00 p.m. Absentee voting ballots due by 5:00 p.m.
June 21, 2022	Budget revote if necessary.