

**NORTH COLLINS CENTRAL SCHOOL DISTRICT  
2024-25 Budget Development Calendar**

<b>October, 2023</b>	<b>Review 24-25 DRAFT Budget Development Calendar.</b>
<b>November 14, 2023</b>	<b>Adopt 24-25 Budget Development Calendar.</b>
<b>Nov./Dec. 2023</b>	Meet with Budget Builders to assist in the budget building process. Meet with Budget Builders to Discuss Personnel levels in each Building/Area.
<b>January, 2024</b>	Prepare Personnel, Benefits, Debt Service, and Utility Budgets. Budget Builders present Budget Drafts to Business Office. Review of programs and estimated revenues.
<b>February, 2024</b>	Prepare BOCES Budget. Arrange for voting machines, drop-off and return, and set-up for Budget Vote/Board Election.
<b>February 27, 2024</b>	<b><i>Presentation of Preliminary Budget forecast and budget assumptions (2024-2025).</i></b>
<b>March 1, 2024</b>	Submit 2024-25 calculation for Tax Levy Limit to the Office of the State Comptroller's Office.
<b>March 12, 2024</b>	Discussion of Preliminary Budget. Adoption of additional Propositions (Buses) for Public Vote. Appointment of Clerk of District meeting and Election Inspectors for Vote.
<b>March 26, 2024</b>	<b>Discussion and Review of Preliminary Budget to BOE.</b>
<b>March/April 2024</b>	<b><i>Long-Range Budget Planning Report (Rick Timbs Presentation).</i></b> <b><i>Long-Range Fund Balance and Reserve Planning Report.</i></b>
<b>April 1, 2024</b>	First Publication of Budget Vote/Board Election in Newspapers (also 4/5, 4/19, 5/3, 5/17).
<b>April, 2024</b>	Prepare Absentee Ballot applications, envelopes, directions. Obtain and use locked ballot box for Absentee Ballots.
<b>April, 2024</b>	(First April meeting) Final presentation to/instructions from Board for Budget. Possible adoption of Budget and approval of Property Tax Report Card (Property Tax Report Card to be submitted the next business day after Board approves it, no later than Monday, April 29, 2024.)
<b>April, 2024</b>	(Second April meeting) Adoption of Budget and approval of Property Tax Report Card, if not passed at earlier April meeting. (Property Tax Report Card to be submitted the next business day after Board approves it, no later than Monday, April 29, 2024. Final date for adoption of budget by Board is Friday, April 26, 2024.)
<b>April 22, 2024</b>	Deadline for submission of Board Candidacy Petitions and voter-submitted petitions (5:00 pm in Clerk's Office)** Inform Candidates of legal requirements of sworn statements of campaign expenses.
<b>April 23, 2024</b>	10:00 am – Drawing for Position on Ballot for Board Election. *Submit Budget/Board Vote materials for printing ballots if budget adopted and candidates are known. (including absentee)
<b>April 26, 2024</b>	Budget Adoption Deadline and Property Tax Report Card Submission next business day if not approved earlier in April.

- May 7, 2024** Mail Budget statement and required attachments (Salary Disclosure). Budget Statement and attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before the Budget Hearing date and at least 14 days before the Budget Vote.
- May 14, 2024** Budget Presentation Hearing.
- May 15, 2024** Mail Budget Notice to eligible voters.
- May, 2024** District Clerk maintains list of names of those residents who were given absentee ballots. Said list is to be available, upon request, for public inspection (5 days prior to vote, excluding Sundays) until the day of the election.
- May 20, 2024** Voting machines set up and delivered by Board of Elections for use by this date.
- May 21, 2024** Budget Vote/Board Election Date.  
Board Meeting to Adopt Budget/Board Vote results.
- July 1, 2024** Implement 2024-25 Budget.

\*\*If needed, Statewide Budget revote date is June 18, 2024, with the Budget Hearing being held on June 11, 2024. Notices in paper 2 weeks in advance (June 7 and 14, 2024).\*\*