

**CUBA-RUSHFORD CENTRAL SCHOOL  
BUDGET DEVELOPMENT CALENDAR**

- December 13** **BOARD OF EDUCATION** to approve Budget Calendar
- December 14** Superintendent will distribute Approved Budget Development Calendar to Principals, Managers, CSE Chairperson and Athletic Director
- December 15** Business Office will provide 3 years historical budget data to everyone developing budgets
- December 15** Business Office will provide historical budget data to Superintendent
- Dec 15 - 30** Superintendent will discuss budget process, ordering process and allocations with Maintenance, Transportation and Cafeteria Managers
- January 5** Business Manager to review 5-year plan and current year projections with Superintendent
- January 6** Maintenance, Transportation, Cafeteria, and Instructional budget proposals and 5-year plan regarding staffing and equipment purchases due to Superintendent & Business Manager
- January 12** Principals to review Instructional budget proposals and 5-year plan regarding staffing, program and equipment purchases with Superintendent and Business Manager
- January 13** Maintenance, Transportation, and Cafeteria Managers to review individual budget proposals and 5-year plan with Superintendent & Business Manager
- January 17** Presentations to **BOARD OF EDUCATION** of Maintenance, Transportation, Cafeteria, Co-curricular and Instructional Budget proposals
- Jan. 17 & 18** Administration to review BOCES services
- February 2** Superintendent and Business Manager will discuss budget process, 5-year plan and allocations with CSE Chairperson, Technology Integration Specialist and Athletic Director in individual meetings
- February 7** Special Education, Technology and Athletic budget proposals due to Business Manager
- February 10** CSE Chairperson, Technology Integration Specialist, and Athletic Director to review individual budget proposals and 5-year plan with Superintendent and Business Manager
- February 16** Business Manager will calculate tax levy limit and discuss with Superintendent
- February 14** Presentations to **BOARD OF EDUCATION** for Special Education, Technology, Athletics and BOCES budget proposals.  
Superintendent will discuss tax levy limit with Board of Education
- March 1** Deadline to submit information to calculate Tax Levy Limit on OSC Website
- March 14** Business Manager will review 2022-2023 year to date Financial Data  
**BOARD OF EDUCATION** to review Board of Education, General Support, Debt Service, and Salary and Employee Benefits budget proposals  
**BOARD OF EDUCATION** to review first draft of budget, revenues, reserves, and projected fund balance

## 2023-24 SCHOOL YEAR Budget Preparation

- March 29-  
April 1** Publish legal notice of budget hearing in two general circulation newspapers (date, time and place) (45 days prior to annual election) (1<sup>st</sup> notice)
- March 28** **BOARD OF EDUCATION** to review second draft of budget  
**BOARD OF EDUCATION** to appoint Election Officials  
**BOARD OF EDUCATION** to adopt budgets and property tax report card
- April 6-24** Property Tax Report Card due to SED
- April 3-6** Prepare budget documents and presentation
- April 10** Legal Notice of Budget Hearing (including propositions (2<sup>nd</sup> notice)
- April 11** Budget available to public (one week in advance of first hearing by printing newsletter insert)  
Budget information for newsletter to BOCES including Budget Notice)
- April 17** Deadline for petitions for propositions to be placed on ballot  
Deadline for submissions of petitions for Board of Education Candidates to be submitted to District Clerk
- April 18** Budget Public Presentation in Rushford 7 PM  
**BOARD OF EDUCATION** votes on BOCES Administrative Budget & BOCES Board Members
- April 21** District last day to distribute Military Ballots to voters
- April 26** BOCES Final Service Requests due
- April 25-  
May 2** Budget Handout to the public and required attachments available in each school building, public libraries, and on district website (Legal date – May 3)
- April 28** Legal Notice of Budget Hearing (3<sup>rd</sup> Notice)
- May 2-9** Voter Registration from 9-4 in M/HS District Office
- May 8** Legal Notice of Budget Hearing (4<sup>th</sup> Notice)
- May 9** Budget Public Hearing in Cuba-Rushford Elementary School 7 PM
- April 17- May 9** District Clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection the five days prior to the annual meeting except Saturday and Sunday.
- May 16** Annual Meeting & Election, Budget Vote, 12:00-8:00 PM in both sites (Rushford Town Hall & CRE)
- May 23** **BOARD OF EDUCATION** certifies Election Results
- June 5** Campaign Expense Filing to District Clerk and sworn statement of campaign contributions by candidates for membership on Board of Education (20 days after vote)

Legal notices:  March 29 – April 1,  April 10,  April 28,  May 8

Board Nominations:  April 17

Deadline for Propositions/Petitions:  April 17

Voter registration:  May 2-11