

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

- Dec 12** **BOARD OF EDUCATION** to approve Budget Development Calendar
- Dec 1** Superintendent will distribute Approved Budget Development Calendar to Principals, Managers, CSE Chairperson and Athletic Director
- Dec 14** Business Office will provide 3 years historical budget data to Superintendent and those developing budgets.
- Dec 15 - 29** Superintendent and Business Manager will discuss budget process, ordering process and allocations with Principals, Maintenance, Transportation and Cafeteria Managers
- Jan 4** Business Administrator to review 5-year financial plan and current year projections with Superintendent.
- Jan 5** Maintenance, Transportation, Cafeteria, and Instructional budget proposals and 5-year plan regarding staffing and equipment purchases due to Superintendent & Business Administrator.
- Jan 11** Principals to review Instructional budget proposals and 5-year plan regarding staffing, program and equipment purchases with Superintendent and Business Administrator
- Jan 12** Maintenance, Transportation, and Cafeteria Managers to review individual budget proposals and 5-year plan regarding staffing and equipment purchases with Superintendent & Business Admin.
- Jan 16** Presentations to **BOARD OF EDUCATION** of Maintenance, Transportation, Cafeteria, Extra-curricular and Instructional Budget proposals
- Jan 18-30** Administration to review BOCES services.
- Feb 1** Superintendent and Business Administrator will discuss budget process, 5-year plan and allocations with CSE Chairperson, Technology Director and Athletic Director in individual meetings.
- Feb 6** Athletic budget proposals due to Business Administrator
- Feb 8** Athletic Director to review budget proposal, and 5-year plan with Superintendent and Business Administrator
- Feb 12** Business Administrator will calculate tax levy limit and discuss with Superintendent.
- Feb 13** **BOARD OF EDUCATION** to review Athletic, Board of Education, General Support, and Debt Service budget proposals.  
Superintendent will discuss tax levy limit with Board of Education
- Feb 26** Special Education and Technology budget proposals due to Business Administrator
- Mar 1** Deadline to submit information to calculate Tax Levy Limit on OSC Website
- Mar 4** Director of Special Education and Technology Director to review individual budget proposals and 5-year plan with Superintendent and Business Administrator
- Mar 12** Business Administrator will review 2023-2024 year to date Financial Data  
Presentations to **BOARD OF EDUCATION** for Special Education, Technology and BOCES budget proposals  
**BOARD OF EDUCATION** to review Salary and Benefit budget proposals  
**BOARD OF EDUCATION** to review first draft of budget, revenues, reserves, and projected fund balance.

## 2024-25 SCHOOL YEAR Budget Preparation

- Mar 26** **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.
- Mar 27** Property Tax Report Card due to SED (if budget is adopted March 26)
- Mar 27- Apr 5** Prepare budget documents and presentation
- Apr 6** 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)
- Apr 9** Budget available to public (one week in advance of first hearing by printing newsletter insert)  
Budget information for newsletter to BOCES including Budget Notice
- Apr 15** Legal Notice of Budget Hearing (including propositions (2<sup>nd</sup> notice)
- Apr 16** Budget Public Presentation in Rushford 7 PM  
**BOARD OF EDUCATION** votes on BOCES Administrative Budget & BOCES Board Members
- Apr 22** 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
- Apr 26** District last day to distribute Military Ballots to voters.
- Apr 26** Legal Notice of Budget Hearing (3<sup>rd</sup> Notice)
- May 1** BOCES Final Service Requests due
- May 6** Legal Notice of Budget Hearing (4<sup>th</sup> Notice)
- May 7** Budget Handout to the public and required attachments available in each school building, public libraries, and on district website.
- May 7-14** Voter Registration from 9-4 in M/HS District Office
- May 14** Budget Public Hearing in Cuba-Rushford Elementary School 7 PM
- May 15-20** District Clerk must maintain a list of names of those residents who were given absentee ballots and Military ballots and make such list available for public inspection the five days prior to the annual meeting except Saturday and Sunday.
- May 21** Annual Meeting & Election, Budget Vote, 12:00-8:00 PM in both sites (Rushford Town Hall & CRE)
- May 28** **BOARD OF EDUCATION** certifies Election Results
- Jun 10** 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:** April 6,  April 15,  April 26  May 6

**Board Nominations:**  April 22

**Deadline for Propositions/Petitions:**  April 22

**Voter registration:**  May 7-14