



**Forestville Central School District  
Budget Calendar  
Fiscal Year 2024-2025**

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| <b>November 2, 2023</b> | <b>Budget calendar adopted by the Board of Education</b>   |
| December 4-8, 2023      | Principals and Business Executive to meet with Director of Facilities to discuss building level maintenance needs.   |
| December 4-8, 2023      | Principals and Business Executive to meet with IT Department to discuss building level technology needs.   |
| January TBD             | Superintendent, Business Executive and Director of Technology to meet with Erie I BOCES personnel for details of the 2024-2025 BOCES budget.   |
| January 10, 2024        | Individual meetings with the Superintendent and Business Executive to review budget needs.<br><br>Buildings and Grounds<br>Technology<br>Athletics   |
| <b>January 11, 2024</b> | <b>Board of Education Budget Committee work session #1</b><br>(review budget guidelines, timeline and rollover budget)   |
| January 24, 2024        | Individual meetings with the Superintendent and Business Executive to review budget needs<br><br>Elementary School<br>Middle School/High School  |
| January 29, 2024        | Individual meetings with the Superintendent and Business Executive to review budget needs.<br><br>Special Education/Pupil Personnel<br>Data & Assessment<br>Curriculum/Prof Development/Principals |
| <b>February 8, 2024</b> | <b>Board of Education Budget Committee work session #2.</b><br>(review initial budget figures, key impact areas and revenue projections)   |
| February 9, 2024        | Department plans (needs/requests) due to Superintendent<br>Preliminary BOCES requests due to Superintendent<br>(eBOCES initial participation closes Feb 28 <sup>th</sup> )                         |
| March 1, 2024           | Submit tax levy limit calculation to the Office of State Comptroller   |
| March 1, 2024           | Requisition forms distributed to staff   |

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| <b>March 14, 2024</b>   | <b>Board of Education Budget Committee work session #3.</b><br>(review budget proposal and finalize staffing and major spending decisions)  |
| April 3, 2024   | First publication of school budget vote legal notice<br>(1 <sup>st</sup> of 4 at least 45 days prior to Annual Meeting)   |
| April 10, 2024  | BOCES Annual Meeting  |
| April 12, 2024  | Second publication of school budget vote legal notice   |
| April 10, 2024  | Approve BOCES administrative budget and Board candidates  |
| <b>April 16, 2024</b><br>(but not later than April 26 <sup>th</sup> ) | <b>Budget Committee report to the Board of Education</b><br><b>Proposed Budget approved by Board of Education</b>   |
| April 17, 2024<br>(1 day after budget approved by BOE)                | Property Tax Report Card submitted to State Education Department<br>Property Tax Report Card submitted to the newspaper   |
| April 22, 2024  | Deadline for submission for petitions for Board of Education candidates<br>(30 days before date of election)  |
| April 23, 2024  | Drawing by District Clerk for candidate order on ballot<br>Deadline for submission of requisition forms to Building Administrator<br>Postcard and budget newsletter submitted for printing  |
| April 25, 2024  | Final BOCES requests due (eBOCES closes)<br>Budget document available upon request in each building and website<br>(no later than 7 days before the Budget Hearing or May 1 <sup>st</sup> ) |
| April 26, 2024  | Distribute budget newsletter to district residents and schools  |
| April 27, 2024  | Third publication of school budget legal notice   |
| <b>May 9, 2024</b>  | <b>Budget Hearing</b><br>(at least 7 days but not more than 14 days prior to Annual Meeting or May 7- May 14)   |
| May 10, 2024  | Final requisitions due to Business Office   |
| May 13, 2024  | School budget notice mailed<br>(after Budget Hearing but no later than 6 days prior to Budget Vote or May 15)   |
| May 17, 2024  | Fourth publication of school budget vote legal notice   |
| May 21, 2024  | Annual Budget Vote and School Board Election<br>(1:00pm-8:00pm)   |
| <b>June 6, 2024</b>   | <b>Board of Education Meeting</b><br>(Budget and Election results certified)  |
| June 18, 2024   | Revote day if put to a second vote  |