

**MACS  
2022-2023  
BUDGET DEVELOPMENT  
CALENDAR**

NOVEMBER 18, 2021

# OCTOBER 2021

- Closed out 2020-2021 fiscal year
  - Finalized Audit and Financial Statements ~ BOE Approved October 14<sup>th</sup>
    - ~ Filed with NYSED on October 15<sup>th</sup>
  - Finalized & Submitted ST-3 reporting
- Board of Education Review and Adoption of:
  - Budget Calendar (Legal Dates)
    - ~ BOE Approved October 14<sup>th</sup>
  - Long Range Planning Discussions

# NOVEMBER 2021

- Distribute budget guidelines to Principals and Supervisors of major budget areas
  - Initial meetings to discuss process and goals
- Review of current year budget and current status
- Begin expense forecasting with known variables
  - All contracts
  - Major benefit area trends
  - Other major district expense area trends

# DECEMBER 2021

- Discuss status of known parameters with Board of Education
- Meet with each budget contributor to discuss questions and requests
- Meet with Approved Budget Committee
- Discuss & Draft Budget Survey
- Continue expense forecasting with known variables
- Revenue and State Aid forecasting

# JANUARY 2022

- Budget contributors submit initial first round requests/drafts (end of December/early January)
- Release Budget Survey (December/January)
- Begin Tax Cap Planning & Projections
- Review Governor's Executive Budget Proposal (EBP)
- Continue Revenue & Expense Forecasting & Current Year Analysis
- Present preliminary budget assumptions and forecast
  - To Board of Education
  - To Administrators and Supervisors

# FEBRUARY 2022

- Submit First Draft Budget to Board of Education including:
  - ~ Instruction
  - ~ Employee Benefits
  - ~ Operations & Maintenance
  - ~ Debt Service
  - ~ Special Education
  - ~ General Support
  - ~ Transportation
- Review Budget Survey Results (January/February)

# MARCH 2022

- Continue refining and adjusting budget based on goals, assumptions, forecasts & current year results
- Resubmit budget to Board of Education for review based on updated information and parameters
- Continue meeting with budget contributors as necessary
- Capital Reserves Discussion

## APRIL 2022

- Board of Education presented with final budget for approval
- Finalize Creation of Reserves (as needed)
- Finalize Propositions
- Legal Notices
- Property Tax Report Card
- Communication to Staff regarding approved budget status



# MAY 2022

- Communication with Community
  - Budget Newsletter
  - Budget Information Sessions
- Budget Hearing
- Budget Notices
- Budget Vote May 17<sup>th</sup>

