

**MACS  
2024-2025  
BUDGET DEVELOPMENT  
CALENDAR**

DECEMBER 7, 2023

# OCTOBER 2023

- Closed out 2022-2023 fiscal year
  - Finalized Audit and Financial Statements ~ BOE Approved October 5<sup>th</sup>
    - ~ Filed with NYSED on October 6<sup>th</sup>
  - Finalized & Submitted ST-3 reporting
- Board of Education Review and Adoption of:
  - Budget Calendar (Legal Dates)
    - ~ BOE Approved October 19<sup>th</sup>

# NOVEMBER 2023

- General budget discussions with Principals and Supervisors of major budget areas
  - discuss process and goals
- Review of current year budget and current status
- Reach out to Unions regarding Budget Committee
- Initial discussions regarding Budget Survey(s)

# DECEMBER 2023

- Discuss status of known parameters with Board of Education
- Schedule discussions with each budget contributor to discuss questions and requests
- Meet with Budget Committee – Set meeting schedule & discuss budget process & goals
- Discuss & Draft Budget Survey
- Revenue and State Aid forecasting
- Begin expense forecasting with known variables
  - Union Contracts/Salaries
  - Major benefit area trends (health insurance, retirement, etc.)
  - Other major district expense area trends

# JANUARY 2024

- Budget contributors submit initial first round requests/drafts
- Release Budget Survey
- 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, Administrators, Supervisors, and Budget Committee



# FEBRUARY 2025

- 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 2024

- 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 & prioritize requests
- Reserves Discussion

# APRIL 2024

- 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



# MAY 2024

- **Communication with Community**
  - Budget Newsletter
  - Budget Information Sessions
- Budget Hearing May 9<sup>th</sup>
- Budget Notices May 15<sup>th</sup>
- Budget Vote May 21<sup>st</sup>

