



We Are BALDWIN

**2022
2023**

BUDGET

BUDGET DEVELOPMENT CALENDAR

Date	Action
October 13, 2021*	Present 2022/23 budget calendar to Board of Education for approval.
October 14, 2021	Distribute budget packages to Administrators and Principals with budget parameters and guidelines.
December 2021/ January 2022	Superintendent and Assistant Superintendent for Business meet with budget administrators/developers to review budget proposals.
December 8, 2021*	Update on 2022-23 budget development
January 12, 2022*	Update on 2022-23 budget development
February 9, 2022***	Budget Work Session #1: Revenue: Administrative and Capital Components
March 1, 2022	Submit 2022/23 tax levy limit calculation to the Office of the State Comptroller, Tax & Finance & SED.
March 2, 2022**	Budget Work Session #2: Program Component; and Budget Work Session #3: Summary of Revenue; Summary of Administrative, Capital and Program Components
April 2022	Prepare absentee ballot applications, absentee ballot, related envelopes and directions; obtain and use locked ballot box for absentee ballots.
March 29-April 2, 2022	Publish Legal Notice with date, time and place of hearing and budget vote. Must advertise four (4) times within seven (7) weeks with first publication at least forty-five (45) days before budget vote day, May 17, 2022.
April 2022	Appoint Election Inspectors and Clerks for budget vote day.
April 6, 2022*	Board of Education adopts the 2022-2023 budget.
April 17, 2022	Deadline for petitions; Board of Education, Library Board candidates and propositions. District Clerk advises candidates of the drawing date for ballot listing position. District Clerk advises candidates of their legal requirement to file sworn statements of campaign contributions. First sworn statement due to District Clerk and Commissioner of Education thirty (30) days prior to vote day; April 17, 2022.
April 19, 2022	District Clerk performs drawing for Board of Education candidate ballot listing position.
April 21, 2022	Note: This is the final date for budget adoption by the Board of Education.
April 22, 2022	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 22, 2022.
April 2022	Transmit property tax report card to local newspapers.
April 26, 2022****	Nassau BOCES Budget Vote and Election
April 27, 2022	Budget statement and required attachments must be available, upon request, at each school building, office of administration, public library and on the district's website at least seven (7) days before the budget hearing and at least fourteen (14) days before budget vote day. In addition, the budget statement with attachments must be available at each voting location on budget vote day.



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May 4, 2022	Board of Education: Budget Hearing. Conduct budget hearing seven (7) to fourteen (14) days before budget vote day. At the hearing the budget must be presented in plain language and in three components; Administrative, Program and Capital.
May 2022	Conduct voter registration with Board of Registration.
May 5-11, 2022	Prepare/finalize budget notice. Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to budget vote day.
No later than May 6, 2022	Mail district newsletter (including full disclosure information).
May 2022	Prepare voting machine inserts and transmit to Nassau County Board of Elections; physically examine voting machines for ballot placement and sign statement at the board of elections.
May 2022	Conduct training of Election Inspectors and Clerks, as necessary. Coordinate election site logistics with Principals, Facilities and IT for budget vote day.
May 11-16, 2022	District clerk must maintain a list of names of those residents who were given absentee ballots and make such list available for public inspection and legal challenge five days prior to the annual meeting except Sunday. (Public posting is no longer required).
May 12, 2022	Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education and Library Board to be filed with the District Clerk and Commissioner of Education; due five (5) days before budget vote day.
May 12-16, 2022	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within 24 hours of receipt by candidates for membership on the Board of Education and Library Board.
May 17, 2022	Statewide Annual Budget Vote Day and Board of Education Trustee Election.
June 6, 2022	Last date to file sworn statements of campaign contributions to the District Clerk and Commissioner of Education; final sworn statement of campaign contributions by candidates for membership on board of Education and Library Board
June 21, 2022	Statewide Budget Revote Day.
July 1, 2022	Implement 2022/23 budget.

*Regular Board Meeting

**Board Budget Work Session Meeting

***Board Budget Work Session Meeting and Regular Board Meeting

****Board Nassau BOCES Budget Vote and Election Meeting



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Please refer to the following Board of Education Policies or Procedures:

Policy or Procedure #	Title
Policy 1050	Annual District Election and Budget Vote
Policy 1130	News Media Relations
Procedure 1130	News Media Relations
Policy 2120	School Board Elections
Procedure 2120.2	Voting Procedures
Policy 6110	Budget Planning
Procedure 6110	Budget Planning