



Poughkeepsie City School District

2024-25 Budget Calendar
BOE Approval December 6, 2023
Amended March 6, 2024

November 29, 2023	Send budget materials to departmental staff
December 6, 2023	Board adoption of the 2024-25 Budget Development Calendar
December 20, 2023	Budget information due to the Business Office from departmental staff
January, 2024	Business Office budget drafting and follow-up with departmental staff
January 17, 2024	BOE meeting: Review Governor's State-aid proposal
February 7, 2024	BOE meeting: Budget Update
February 21, 2024	BOE meeting: Present Preliminary Budget Forecast and Budget Assumptions
March 1, 2024	Submit 2024-25 calculation for tax levy limit to Office of Comptroller, Tax and Finance and SED
March 6, 2024	BOE meeting: Budget update
March 19, 2024	BOE meeting: Present Budget Draft
April 2, 2024-May 11, 2024	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote
April 2, 2024	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots, appointment of clerks and inspectors of elections for budget vote
April 3, 2024	BOE meeting: Present final Budget Draft for adoption. BOE adoption of 2024-25 Budget and Property Tax Report Card. Property Tax Report Card must be submitted to SED within 24 hours of budget adoption, but no later than April 29.
April 23, 2024	Annual BOCES Budget & Trustee vote
April 24, 2024	Budget document available to the public.
May 1, 2024	Nominating petition deadline for submission for candidates to be placed on ballot: (20 days preceding budget vote). Inform candidates of legal requirement for all candidates for election to Board of Education and Library Board to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education twenty days prior to vote date.
May 1, 2024	Mail district newsletter (include full disclosure information)
May 7, 2024	BOE meeting: Budget hearing
May 2-15, 2024	Budget notice must be mailed to eligible voters after the budget hearing and but no later than six days prior to the vote
May 16-20, 2024	District clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)
May 15, 2024	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 five days prior to vote date
May 16-20, 2024	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 twenty-four hours of receipt by candidates for membership on the Board of Education and Library Board
May 21, 2024	Statewide annual meeting / board election / budget vote day
June 10, 2024	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on Board of Education and Library Board. Due 20 days after election/budget vote - EL§1529(1)(c).
June 18, 2024	Statewide budget revote day
July 1, 2024	Implement 2024-25 Budget