



Poughkeepsie City School District

2025-26 Budget Calendar
BOE Approval November 6, 2024

November 6, 2024	Board adoption of the 2025-26 Budget Development Calendar
November 15, 2024	Send budget materials to departmental staff
December 20, 2024	Budget information due to the Business Office from departmental staff
January 20, 2025	Business Office budget drafting and follow-up with departmental staff
January 22, 2025	BOE meeting: Finance/Budget Presentation - Review Governor's State-aid proposal
February 19, 2025	BOE meeting: Present Preliminary Budget Forecast and Budget Assumptions
March 1, 2025	Submit 2025-26 calculation for tax levy limit to Office of Comptroller, Tax and Finance and SED
March 19, 2025	BOE Meeting: Present Budget Draft
April 4, 2025-May 7, 2025	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 1, 2025	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 22, 2025	BOE meeting: Present final Budget Draft for adoption. BOE adoption of 2025-26 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 28.
April 22, 2025	Annual BOCES Budget & Trustee vote
April 23, 2025	Budget document available to the public.
April 30, 2025	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, 2025	Mail district newsletter (include full disclosure information)
May 7, 2025	BOE meeting: Budget Hearing
May 7-14, 2025	Budget notice must be mailed to eligible voters after the budget hearing and but no later than six days prior to the vote
May 14-19, 2025	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, 2025	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 15-19, 2025	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 20, 2025	Statewide annual meeting / board election / budget vote day
June 9, 2025	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 17, 2025	Statewide budget revote day
July 1, 2025	Implement 2025-26 Budget