

HARRISVILLE CSD
BUDGET CALENDAR FOR 2025-2026 BUDGET

Deadline	Action
Monday, November 10, 2025	BOE approves budget calendar
Monday, December 1, 2025	BOCES bid requests will have been made available on the school website
Thursday, December 18, 2025	All staff members to return BOCES bids requests and purchase order requisitions for 2025-26 to business office
Friday, December 19, 2025	Department meetings to discuss initial budget
Tuesday, January 20, 2026	Finance Committee Meeting
Monday, February 9, 2026	Superintendent report initial budget to the BOE; board decides whether to add bus purchases to budget - if yes, contact bond counsel for resolution
Monday, February 23, 2026	Superintendent and Business Manager completes initial BOCES estimated service needs and budget; also review all salaries
Wednesday, February 25, 2026	Finance Committee Meeting
Friday, February 27, 2026	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website
Monday, March 9, 2026	Board votes on bus resolution; receive update on budget
Wednesday, March 18, 2026	Finance Committee Meeting
Friday, March 28, 2025	Superintendent submits final BOCES commitment form
Friday, April 3, 2026	Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the Annual Budget Vote. 4/3, 4/21, 5/5, 5/12
Monday, April 13, 2026	Budget Work Session - BOE receives the final budget recommendations from the Superintendent; BOE adopts budget if ready.
Monday, April 20, 2026	At 4PM: Deadline for submission of petitions for BOE candidates and for any propositions to be placed on ballot
Monday, April 20, 2026	Approval of BOCES Budget & Property Tax Report Card
Tuesday, April 21, 2026	2nd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote

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Friday, April 24, 2026	Last day for budget to be approved by the BOE and Property Tax Report Card but be submitted to SED (recommended 24 hrs after approval of budget); also needs to be published in newspaper and on website
Tuesday, April 29, 2025	BOE meeting; BOE votes on BOCES Budget and board members
Tuesday, May 5, 2026	3rd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Friday, May 1, 2026	Budget Glances Mailed
Friday, May 1, 2026	Send Budget Notice postcard to print shop
Monday, May 4, 2026	Budget available in district upon request (7 business days before Budget Hearing date). Documents to include: Budget statement, Property Tax Report Cards, District's Fiscal Accountability Summary (sent to us by SED), Salary Disclosure Notice.
Monday, May 11, 2026	Budget Hearing, Appointment of Clerks and Election Inspectors
Tuesday, May 12, 2026	4th Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Wednesday, May 13, 2026	Budget Notice postcard mailed to eligible voters after Budget Hearing and at least 6 days prior to Annual Budget Vote
Tuesday, May 19, 2026	Annual Budget Vote and Board Election