

**Bainbridge-Guilford Central School District**  
**2023-2024 Budget Development Schedule**

<b>December 9, 2022</b>	Distribute budget packets to buildings.
<b>Dec 12, 2022 thru January 6, 2023</b>	Faculty & Staff input bid items into Online Requisitioning Site and complete Budget Planning, Building Repair and Technology Request forms. Completion date - <u>no later than January 6, 2023.</u>
<b>January 9 - 13, 2023</b>	Building Administrator meetings with staff to review budget information if needed.
<b>January 27, 2023</b>	Deadline for Administrators to review and approve all staff online bid requisitions and finalize building budget information in nVision. Send Budget Planning forms, Building Repair forms, Technology Request forms and copies of final BOCES bid items to the Business Office. <b>The BOCES Online Requisitioning site will be closed after this date.</b>
<b>January – March 2023</b>	Budget Presentations made during Board of Education meetings: January 19 - Transportation & Bldgs & Grounds February 2 - Athletics & Special Education February 16 - Tax Cap Review (filed by March 1 <sup>st</sup> ) March 2 - BOCES Services March 16 - Budget Progress Update
<b>April 6, 2023 or April 13, 2023 (if needed)</b>	Board of Education adopts proposed budget & approves the Property Tax Report Card (submitted to SED no later than Monday, April 24, 2023)
<b>April 7, 2023</b>	Budget Brochure goes to press
<b>April 18 – May 2, 2023</b>	Budget presentation meetings with staff & community
<b>May 2, 2023</b>	Budget Brochure is mailed to district residents. Budget statement and required attachments made available via website, etc.
<b>May 9, 2023</b>	Public Budget Hearing
<b>May 10, 2023</b>	Budget Postcard mailed to district residents
<b>May 16, 2023</b>	District residents vote on the proposed budget