

**West Seneca Central School
District 2023-2024
DRAFT - Budget Calendar**

- November 16 Finance & Budget Committee - Board of Education meeting
(early outline of process - budget goals/guidelines, fund balance plan, budget calendar)
- December 6 Board of Education meeting
(approve fund balance plan, budget calendar) (present use of pandemic related funding) (discuss budget goals)
- December 16 Budget allocations distributed internally.
- January 13 Complete proposed Annual Budget due in the Treasurer's office via computer input.
CLOSING DATE FOR BUDGET INPUT.
- January 4-27 Meetings to gather department plans (needs/requests)
- February 7 Board of Education meeting
(propose - present preliminary revenue estimates, tax levy limit calculation)
- February 24 **CLOSING DATE FOR ENTRIES IN ALL SUPPLY CATALOGS.**
- March 1 Submit tax levy limit calculation to the Office of State Comptroller School Board
- March 21 Board of Education meeting
(propose - present 1st draft of budget, change items and decision points)
- April 18 Board of Education meeting
(propose - present final draft of budget and impact of state budget, adoption of budget)
- May 2 Budget Hearing**
- May 16 Annual Meeting** (budget vote) (3rd Tuesday in May)

