



**WESTFIELD ACADEMY AND CENTRAL SCHOOL  
WESTFIELD, NEW YORK**

**BUDGET DEVELOPMENT CALENDAR  
2022-23 School Year**

December 13, 2021	<b><u>Regular Business Meeting</u></b> A) Adopt Budget Calendar and Guidelines
December 14, 2021	A) Distribute budget information packs to all staff members including key dates for input B) Notify building teams of budget development and input opportunities C) BOCES request for services for 2022-23 delivered to WACS
January 5, 2022	A) Reminder sent to all staff building teams on deadline for budget submissions and recommendations
January 14, 2022	A) All Budget requests due to Principals with details B) No further staff budget requisitions accepted after this date
January 28, 2022	A) Administrative compiled budgets for each building/department will be submitted to Business Official and Superintendent B) Staff requests to Superintendent with justifications from Principals C) Allocations set by Business Official and Superintendent
January 2022 and February 2022	A) Superintendent and Business Official meet with individual supervisors to review all requests B) BOCES preliminary service requests reviewed and entered into WinCap Web C) Principals review all Budget requests with the staff
February 14, 2022	<b><u>Regular Business Meeting</u></b> A) <u>Budget Study Session 1</u> - General Support, Transportation (Jacob Alonge) and Buildings and Grounds (Josh Brumagin) B) Building Teams' input on budget development required at this meeting C) All Summer Curriculum requests submitted to Superintendent
February 28, 2022	<b><u>Supplemental Business Meeting</u></b> A) <u>Budget Study Session 2</u> – Instructional, Administration and Improvement B) Presentations from Dr. Rockey, Mr. Markham, Mrs. Anderson, Mrs. Webb and Mr. Tenamore C) Teachers' Summer Work Requests submitted to Principals D) File Legal Notice for Annual Meeting/Elections (publish 3/25, 4/1, 4/8, 4/15, 4/29)
March 1, 2022	A) Deadline for posting Maximum Allowable increase in District's School Tax Levy for 2022-23 budget on NYS Comptroller's website.
March 14, 2022	<b><u>Regular Business Meeting</u></b> A) <u>Budget Study Session 3</u> - Community Services, Special Apportionment and Revenues B) Athletics – Neil Huber and Corey Markham C) Tax Cap Calculation Review

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March 28, 2022	<b><u>Supplemental Business Meeting</u></b> A) <i>Budget Study Session 4</i> – Three-part budget and Anticipated Revenues
April 4, 2022	<b><u>Regular Business Meeting</u></b> A) <i>Budget Study Session 5</i> – Final State Aid Revenue Overview if available B) Final proposed 2022-2023 Budget C) Adopt Budget D) BOCES Budget Vote
April 18, 2022	A) Petitions for School Board Elections submitted by 5:00 p.m. B) Applications for absentee ballots available
April 25, 2022	A) Tax Report Card filed with SED and sent to newspapers
April 29, 2022	A) BOCES commitment statement due from WACS
May 9, 2022	<b><u>Public Hearing on Budget, 6:00 p.m.</u></b> A) Deadline for applications for absentee ballots if ballots are to be mailed <b><u>Regular Business Meeting, 7:00pm</u></b> A) Appoint: Election Inspectors, District Clerk as chairperson for Annual Meeting B) Budget available for public inspection
May 10, 2022	A) Six-Day Budget Notice mailed to District residents
May 17, 2022	<b><u>Annual Meeting and Budget Vote and School Board Elections</u></b> 2:00 PM to 8:00 PM in School Lobby Absentee ballots due to District Clerk by 5:00 PM