

SCHOOL BUDGET DEADLINES & ACTIONS

STATE AID & FINANCIAL PLANNING SERVICE

DEADLINE	BUDGETARY ACTION
March 1, 2026	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website.
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. Notice should appear in 2 general circulation newspapers. If no such newspapers exist in the district, the notice should be posted in at least 20 public places at least 45 days in advance of the Budget Vote.
April 20, 2026 April 29, 2026	Submission of petitions for Board of Education candidates. Small cities have a deadline of 20 days prior to Budget Vote, April 29. All others have 30 days. Accept petitions through Monday, April 20 as 30 days falls on Sunday, April 19.
April 20, 2026	Last day to submit petitions for propositions to be placed on the ballot.
April 21, 2026	Pursuant to Regulations of the Commissioner of Education Part 122, districts other than small city school districts must finalize all items to be voted on in the annual budget vote including referenda, propositions, and the names of all candidates nominated for election to the Board of Education 3 days before the required distribution of military ballots.
April 24, 2026	Final date for the adoption of the property tax report card by the Board of Education. Districts other than small city school districts must distribute military ballots no later than 25 days before the budget vote.
April 27, 2026	Property Tax Report Card must be submitted to SED using the State Aid Management System (SAMS) by the end of the next business day following adoption of the report card but no later than 24 days prior to Budget Vote. The report card includes: total general fund budget, percentage increase or decrease in total spending and tax levy from prior school year budget, total estimated school tax levy, enrollment growth and the percentage change in enrollment from the previous year, fund balance information (actual and projected), the percentage increase in the consumer price index and the tax levy limit excluding allowable expenditures for exemptions. Property Tax Report Card must be transmitted to local newspapers of general circulation.
Through May 18, 2026 (Absentee Ballot List)	District Clerk must maintain list of the names of all individuals provided with absentee ballots. List is subject to public inspection and legal challenge until the day of election.
April 20-May 12, 2026 (Mail Ballots)	Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day.
April 28-May 5, 2026	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before Budget Hearing date and at least 14 days before the Budget Vote.

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May 5, 2026	Small city school districts must distribute military ballots no later than 14 days before the budget vote.
May 5-May 12, 2026	Hold Budget Hearing 7-14 days prior to Budget Vote Day. Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.
May 6-May 13, 2026	Mail budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote day.
May 19, 2026	Annual Meeting. The sole purpose of the meeting is the Uniform Statewide Budget Vote and Board of Education election.
May 26-June 2, 2026	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revote.
June 2, 2026	Publish legal notice for budget revote once each week in the 2 weeks before revote day, first publication 14 days before revote.
June 2-June 9, 2026	Hold Budget Hearing 7-14 days prior to Budget Revote Day. Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.
June 3-June 10, 2026	Mail budget notice to voters the day after the hearing but no later than 6 days before revote day.
June 16, 2026	Statewide Budget Revote Day



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REQUIRED ATTACHMENTS TO BUDGET STATEMENT PRESENTED IN THREE-PART FORMAT

- **School District Report Cards:** District-wide and for each school building, report card on school leadership and school progress (once it is produced by SED)
- **Fiscal Accountability Supplement:** Please note that the previous supplement has been replaced by your School Level Finance Survey (SLFS) report
- **Property Tax Report Card:** Budget Revote: PTRC must be updated and attached to budget statement, but not submitted to SED
- **Administrative Salary Disclosure Information**
- **Tax Exemption Report:** Post Tax Exemption Report on bulletin boards where public notices are posted



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