

# BUDGET CALENDAR

## For preparation of the School Budget



DATE	BUDGET DEVELOPMENT
November 14, 2016	<b>Regular Board Meeting</b> Adopt Budget Calendar for 2017-2018.
December 5-9, 2016	Building Budget printouts and parameters to Building Managers and Supervisors.
December 15, 2016	Review Budget Calendar and Guidelines for 2017-2018 with Cabinet.
January 6, 2017	Salary estimates for 2017-2018 completed by Business Manager.
January 9, 2017	<b>Regular Board Meeting</b> 1 <sup>st</sup> Budget Work Session: Review of <u>Budget Guidelines</u> , <u>Debt Service</u> , <u>Revenues</u>
January 10-12, 2017	Superintendent and Business Manager to meet with Building Managers to review possible staff and program changes for 2017-2018.
January 20, 2017	Building Managers' and Supervisors' 2017-2018 Budgets to Business Manager. Prioritized list of equipment items and costs submitted to Business Manager.
January 30 2017	<b>Budget Work Session</b> 6:00 PM Review of <u>Elementary &amp; Secondary Programs</u>
February 3, 2017	Presentation of the first draft of Preliminary Budget to the Superintendent. Review budget revisions and possible enhancements with Administrative Council.
February 13, 2017	<b>Regular Board Meeting</b> Budget Work Session: Review of <u>Employee Benefits</u> , <u>BOCES services &amp; State Aid Forecast/Tax Cap parameters</u>
February 20-24, 2017	School Closed - Winter Break
February 27, 2017	<b>Budget Work Session</b> 6:00 PM Review of <u>Special Education</u> , <u>Transportation and Technology</u>
March 1, 2017	Submit information to calculate tax levy limit on Office of State Comptroller's website and NYSED.
March 8, 2017	BOCES service requests due to Business Manager.
March 13, 2017	<b>Regular Board Meeting 6:00 PM</b> Budget Review of <u>Operations and Maintenance</u> , <u>Interscholastic Athletics</u> , and <u>Extracurricular Activities</u>
March 23, 2017	First publication of Legal Notice of School Budget Hearing and Annual Meeting (vote) dates.

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April 6, 2017	Second Publication of legal Notice of School Budget Hearing and Annual Meeting (vote) dates.
April 10, 2017	<b>Budget Work Session 6:00 PM</b> Board conducts a Community Dialogue on Budget at the High School Media Center from 6:00 - 8:00 p.m. <u>Review and/or Adoption of Proposed Budget</u>
April 17, 2017	Deadline for submission of petitions for nominations of Board candidate(s), until 5:00 p.m.
April 14-21, 2017	School Closed - Spring Break
April 18, 2017	Drawing by District Clerk for determination of order for listing Board candidate(s) on voting machine.
April 25, 2017	<b>Regular Board Meeting</b> , Tuesday BOCES Budget vote Appointment of Clerks and Inspectors of Elections.
April 27, 2017	Third publication of Legal Notice of School Budget Hearing and Annual Meeting (vote) dates.
April 21, 2017	Last date for districts to adopt proposed budgets
April 24, 2017	Deadline for submitting Property Tax Report Card to the State Education Department.
April 28, 2017	Budget Document available to public: detailed explanation of contents of Board's adopted budget; invitation to public hearing and budget vote.
May 4, 2017	Fourth publication of Legal Notice of School Budget Hearing and Annual Meeting (vote) dates.
May 5, 2015	Budget Newsletter/Budget Notice mailed.
May 8, 2017	<b>Budget Hearing</b> - High School Media Center, 6:00 p.m. Regular Board Meeting
May 16, 2017	<b>Annual Meeting</b> - Budget Vote and election of school board member(s) – Primary Grade Cafeteria

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Note: The school District Clerk is required to give notice of the Annual Meeting at least four times within the seven weeks preceding the meeting. The first notice is to be at least forty-five (45) days prior to the meeting.

According to Chapter 64 of Education Law, school districts must provide notification of availability of the school budget 7 days prior to the Budget Hearing date.

Suggested Legal Notice Dates:

First Notice - March 23, 2017  
Third Notice – April 27, 2017

Second Notice - April 6, 2017  
Fourth Notice – May 4, 2017

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### June Budget Revote

#### DEADLINE

#### BUDGETARY ACTION

June 6, 2017	Publish legal notice for budget revote once each week in the 2 weeks before revote day, first publication 14 days before revote.
May 30 – June 6, 2017	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 6 – June 13, 2017	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 7 – 14, 2017	Mail budget notice to voters the day after the hearing but no later than 6 days before revote day.
June 20, 2017	Statewide Budget Revote Day

#### **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 once it is produced by SED and Fiscal Accountability Supplement
- **Property Tax Report Card:** (expanded format including information on tax levy limit).
  - Budget Revote: PTRC must be updated and attached to budget statement, but not submitted to SED
- **Administrative Salary Disclosure Information:**
  - Tax Exemption Report:** Chapter 258 Laws of 2008 — Post Tax Exemption Report on bulletin boards where public notices are posted.