

## 2019-2020 Draft BUDGET PREPARATION CALENDAR

<u>DATES</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
11/5/18	Distribute budget worksheets and budget guidelines to staff for budget development	District Treasurer
12/14/18	All budget summaries, including requisitions and CO-OP, due in Business Office	Staff
1/7/19	Compilation of budget requests due to Superintendent	District Treasurer
<b><i>Superintendent goes over all budgets; review and/or clarify budget requests w/staff &amp; Treasurer</i></b>		
1/8/19	BOE MTG—Budget Forum Discussions	Supt., Treasurer and Board
1/22/19	BOE MTG—review of <u>Cafeteria</u> budget	Supt., Treasurer and Board
2/12/19	BOE MTG - Budget Review <u>Draft #1</u>	Supt., Treasurer and Board
2/26/19	BOE MTG— <u>projecting revenues &amp; fund balance</u>	Supt., Treasurer and Board
3/12/19	BOE MTG – <u>2<sup>nd</sup> draft</u> of Budget	Supt., Treasurer and Board
3/26/19	BOE MTG – Budget Review, Estimated Tax Rates	Supt., Treasurer and Board
4/2/19	Express 48 days <u>First publication</u> in newspaper Legal Notice	District Clerk
4/5/19	Weekly 46 days – at least 45 days before Budget Vote	
4/25/19	BOE MTG— <u>Final Draft of Budget &amp; Property Tax Report Card</u>	Supt., Treasurer and Board
4/22/19	Deadline for petitions for nominations of BOE candidates and ballot propositions, until 5p.m. Last date to submit to District Clerk is 30 days before budget vote – Anne Garbarinos’ seat 6/30/19 expires.	
4/23/19 Express	<u>Second publication</u> in the newspaper	District Clerk
4/25/19 - <b><i>Thursday</i></b>	BOE MTG – BOCES Candidate Vote	Supt., Treasurer and Board
4/26/19	Property Tax Report Card submitted to SED Business day immediately following its approval by board but no later than 24 day prior to the date of the vote. *Submitted to newspaper for publication Appear in newspaper 4/26 (Weekly) & 4/26 (Express)	Treasurer District Clerk
4/26/19 Weekly	<u>Second publication</u> in the newspaper	
4/30/19	<u>Mail brochure re:Budget hearing dates-to public</u> to ensure public is informed	District Clerk
4/30/19 (Monday)	<u>Budget Documents available</u> to the public	Superintendent
4/30/19 Express	<u>Third publication</u> in the newspaper	District Clerk
5/3/19 Wkly	<u>Third publication</u> in the newspaper	District Clerk
5/7/19 Express	<u>Fourth publication</u> in newspaper	District Clerk
5/10/19 Wkly	<u>Fourth publication</u> in newspaper	
5/14/19 (Tuesday)	<u>Budget hearing</u> in Gym, 7:00 p.m.	Board of Education
5/15/19 (Wednesday)	<u>Mail Postcard</u> after hearing but no later than 6 days before vote	District Clerk
5/16/19 (Thursday)	Board of Voter Registration, 4-8:00 p.m. Must meet not more than 15 days nor less than 5 days before the annual meeting vote	District Clerk
5/21/19 (Tuesday)	Annual meeting and budget vote, 2:00-9:00 p.m.	Board of Education
5/22/19 (Wednesday)	Board of Education meeting to accept the results of voting	Board of Education