

## 2021-2022 BUDGET PREPARATION CALENDAR

<u>DATES</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
11/2/2020	Distribute budget worksheets and budget guidelines to staff for budget development	District Treasurer
12/11/2020	All budget summaries, including requisitions and CO-OP, due in Business Office	Staff
1/4/2021	Compilation of budget requests due to Superintendent	District Treasurer
1/14/2021 <i>Thursday</i>	BOE MTG—Budget Forum Discussions	Supt., Treasurer and Board
1/28/2021 <i>Thursday</i>	BOE MTG—review of <u>Preliminary Cafeteria Budget</u>	Supt., Treasurer and Board
2/11/2021 <i>Thursday</i>	BOE MTG - Budget Review <u>Draft #1</u>	Supt., Treasurer and Board
2/25/2021 <i>Thursday</i>	BOE MTG— <u>Projecting Revenues</u>	Supt., Treasurer and Board
3/11/2021 <i>Thursday</i>	BOE MTG – <u>Fund Balance/Reserves</u>	Supt., Treasurer and Board
3/25/2021 <i>Thursday</i>	BOE MTG – <u>Draft # 2/Estimated Tax Rates</u>	Supt., Treasurer and Board
4/02/2021 <i>Friday</i>	Express 49 days <u>First publication</u> in newspaper Legal Notice	District Clerk
4/16/2021 <i>Friday</i>	<u>Second publication</u> in the newspaper	District Clerk
4/19/2021 <i>Monday</i>	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 George Hildebrant (5/18/2021) and Philip Petty's (6/30/2021) seats expires.	
4/21/2021 <i>WEDNESday</i>	BOE MTG— <u>BOCES Candidate Vote/ Final Draft of Budget &amp; Property Tax Report Card</u>	Supt., Treasurer and Board
4/22/2021 <i>Thursday</i>	Property Tax Report Card submitted to SED (due 4/26) 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 4/23 (Express)	Treasurer District Clerk
4/30/2021 <i>Friday</i>	<u>Third publication</u> in the newspaper	District Clerk
5/03/2021 <i>Monday</i>	<u>Mail brochure re:</u> Budget hearing date-to public to ensure public is informed	District Clerk
5/03/2021 <i>Monday</i>	<u>Budget Documents available</u> to the public	Superintendent
5/07/2021 <i>Friday</i>	<u>Fourth publication</u> in newspaper	District Clerk
5/11/2021 <i>Tuesday</i>	<u>Budget hearing</u> in Gym, 7:00 p.m.	Board of Education
5/12/2021 <i>Wednesday</i>	<u>Mail Postcard</u> after hearing but no later than 6 days before vote	District Clerk
5/12/2021 <i>Wednesday</i>	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
5/18/2021 <i>Tuesday</i> <i>After vote -</i>	Annual meeting and budget vote, 2:00-8:00 p.m. Board of Education meeting to accept the results of voting	Board of Education Board of Education
5/27/2021 <i>Thursday</i>	Regular BOE MTG	