

2015-2016 BUDGET PREPARATION CALENDAR

<u>DATES</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
11/3/14	Distribute budget worksheets and budget guidelines to staff for budget development	District Treasurer
12/8/14	Distribute BOCES CO-OP Requisitions	District Treasurer
12/17/14	All budget summaries, including requisitions and CO-OP, due in Business Office	Staff
1/5/15	Compilation of budget requests due to Superintendent	District Treasurer
<i>Superintendent goes over all budgets; review and/or clarify budget requests w/staff & Treasurer</i>		
1/20/15	BOE MTG—budget discussions	Supt., Treasurer and Board
2/3/15	BOE MTG—review of <u>1st draft</u> of budget	Supt., Treasurer and Board
2/17/15	BOE MTG— review of <u>school lunch</u> budget	Supt., Treasurer and Board
3/3/15	BOE MTG— <u>2nd draft</u> of budget	Supt., Treasurer and Board
3/17/15	BOE MTG— <u>projecting revenues & fund balance</u>	
3/31/15 – 49 days	<u>First publication</u> in newspaper Legal Notice – at least 45 days before Budget Vote	District Clerk
4/7/15	BOE MTG— <u>3rd draft of budget</u> with <u>estimated tax rates</u>	Supt., Treasurer and Board
4/20/15	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 Hildebrandt-seat expires 6/30/15	
4/20/15 - Monday	BOE MTG – BOCES Candidate Vote BOE approval of <u>FINAL Budget & Property Tax Report Card</u>	Supt., Treasurer and Board
4/21/15	Property Tax Report Card *Submitted to newspaper for publication Appear in newspaper 4/29/14 *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.	District Clerk Treasurer
4/27/15	<u>Mail brochure</u> to public to ensure public is informed re: budget hearing dates	District Clerk
4/28/15	<u>Second publication</u> in the newspaper	District Clerk
5/4/15 (Mon.)	<u>Budget available</u> to the public	Superintendent
5/4/15 (Mon.)	Public hearing in Big Moose Fire Hall, 7:00 p.m.	Board of Education
5/6/15 (Tues.)	<u>Third publication</u> in the newspaper	District Clerk
5/6/15 (Wed.)	Public hearing at Woodgate Library, 7:00 p.m.	Board of Education
5/12/15 (Tues.)	<u>Fourth publication</u> in newspaper	District Clerk
5/12/15 (Tues.)	<u>Public hearing</u> in Music Room, 7:00 p.m.	Board of Education
5/13/15 (Wed.)	<u>Mail Postcard</u> after hearing but no later than 6 days before vote	District Clerk
5/14/15 (Thurs.)	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
5/19/15 (Tues)	Annual meeting and budget vote, 2:00-9:00 p.m.	Board of Education
5/20/15 (Wed.)	Board of Education meeting to accept the results of voting	Board of Education