

2016-2017 BUDGET PREPARATION CALENDAR

<u>DATES</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
11/2/15	Distribute budget worksheets and budget guidelines to staff for budget development	District Treasurer
12/7/15	Distribute BOCES CO-OP Requisitions	District Treasurer
12/21/15	All budget summaries, including requisitions and CO-OP, due in Business Office	Staff
1/4/16	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>		
1/19/16	BOE MTG—budget discussions	Supt., Treasurer and Board
2/2/16	BOE MTG—review of <u>1st draft</u> of budget	Supt., Treasurer and Board
2/16/16	BOE MTG— review of <u>school lunch</u> budget	Supt., Treasurer and Board
3/1/16	BOE MTG— <u>2nd draft</u> of budget	Supt., Treasurer and Board
3/15/16	BOE MTG— <u>projecting revenues & fund balance</u>	
3/29/16 – Express	<u>First publication</u> in newspaper Legal Notice	District Clerk
4/1/16 – Wkly	– at least 45 days before Budget Vote	
4/5/16	BOE MTG— <u>3rd draft of budget</u> with <u>estimated tax rates</u>	Supt., Treasurer and Board
4/18/16	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-Sharon Evans- seat expires 6/30/16	
4/19/16 - Tuesday	BOE MTG – BOCES Candidate Vote	Supt., Treasurer and Board
4/20/16	BOE approval of <u>FINAL Budget & Property Tax Report Card</u> Property Tax Report Card	
	*Submitted to newspaper for publication Appear in newspaper	District Clerk
	4/22 (Weekly) & 4/26 (Express)	
	*Property Tax Report Card submitted to SED	Treasurer
	Business day immediately following its approval by board but no later than 24 day prior to the date of the vote.	
4/25/16	<u>Mail brochure</u> to public to ensure public is informed re: budget hearing dates	District Clerk
4/26/16 Express	<u>Second publication</u> in the newspaper	District Clerk
4/29/16 Wkly	<u>Second publication</u> in the newspaper	
5/2/16 (Mon.)	<u>Budget available</u> to the public	Superintendent
5/3/16	BOE MTG –	
5/3/16 Express	<u>Third publication</u> in the newspaper	District Clerk
5/6/16 Wkly	<u>Third publication</u> in the newspaper	District Clerk
5/10/16 Express	<u>Fourth publication</u> in newspaper	District Clerk
5/13/16 Wkly	<u>Fourth publication</u> in newspaper	
5/10/16 (Tues.)	<u>Public hearing</u> in Music Room, 7:00 p.m.	Board of Education
5/11/16 (Wed.)	<u>Mail Postcard</u> after hearing but no later than 6 days before vote	District Clerk
5/12/16 (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
5/17/16 (Tues)	Annual meeting and budget vote, 2:00-9:00 p.m.	Board of Education
5/18/16 (Wed.)	Board of Education meeting to accept the results of voting	Board of Education