

2020-2021 BUDGET PREPARATION CALENDAR

<u>DATES</u>	<u>EVENT</u>	<u>RESPONSIBILITY</u>
11/4/19	Distribute budget worksheets and budget guidelines to staff for budget development	District Treasurer
12/13/19	All budget summaries, including requisitions and CO-OP, due in Business Office	Staff
1/6/20	Compilation of budget requests due to Superintendent	District Treasurer
1/14/20	BOE MTG—Budget Forum Discussions	Supt., Treasurer and Board
1/28/20	BOE MTG—review of <u>Preliminary Cafeteria Budget</u>	Supt., Treasurer and Board
2/11/20	BOE MTG - Budget Review <u>Draft #1</u>	Supt., Treasurer and Board
2/25/20	BOE MTG— <u>Projecting Revenues</u>	Supt., Treasurer and Board
3/10/20	BOE MTG – <u>Fund Balance/Reserves</u>	Supt., Treasurer and Board
3/24/20	BOE MTG – <u>Draft # 2/Estimated Tax Rates</u>	Supt., Treasurer and Board
3/31/20	Express 49 days <u>First publication</u> in newspaper Legal Notice	District Clerk
4/20/20	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’s seat 6/30/20 expires.	
4/21/20	BOE MTG— <u>Final Draft of Budget & Property Tax Report Card</u>	Supt., Treasurer and Board
4/21/20	BOE MTG – BOCES Candidate Vote	Supt., Treasurer and Board
4/28/20 Express	<u>Second publication</u> in the newspaper	District Clerk
4/22/20	Property Tax Report Card submitted to SED (due 4/27) 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
4/28/20	<u>Mail brochure re:Budget hearing date-to public to ensure public is informed</u>	District Clerk
4/28/20 (Monday)	<u>Budget Documents available to the public</u>	Superintendent
5/5/20 Express	<u>Third publication</u> in the newspaper	District Clerk
5/12/20 (Tuesday)	<u>Budget hearing</u> in Gym, 7:00 p.m.	Board of Education
5/12/20 Express	<u>Fourth publication</u> in newspaper	District Clerk
5/13/20 (Wednesday)	<u>Mail Postcard</u> after hearing but no later than 6 days before vote	District Clerk
5/14/20 (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
5/19/20 (Tuesday) <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
5/26/20	Regular BOE MTG	