

Deadline	Action
Tuesday, November 13, 2018	BOE approves budget calendar
Tuesday, December 11, 2018	Review 5 year budget
Friday, December 14, 2018	Superintendent, principals and business manager meet to begin budget discussions 9AM
Friday, December 14, 2018	BOCES bid requests are distributed by email
Friday, January 11, 2019	All staff members to return BOCES bids requests to business office
Wednesday, January 16, 2019	Principals and Superintendent review BOCES bids requests
Tuesday, January 22, 2019	Facilities and Cafeteria preliminary budgets are presented by their department heads to the BOE
Tuesday, February 12, 2019	Transportation and Athletic preliminary budgets are presented by their department heads to the BOE
Friday, February 15, 2019	Superintendent and business manager review BOCES bill
Tuesday, February 26, 2019	Instructional and Special Education preliminary Budgets are presented by their department heads to the BOE
Tuesday, February 26, 2019	Board decides whether to add bus purchases to budget - if yes contact bond counsel for resolution
Friday, March 01, 2019	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website
Tuesday, March 12, 2019	Initial budget presented to BOE
Tuesday, March 12, 2019	Board votes on bus resolution
Tuesday, April 02, 2019	Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the Annual Budget Vote. 4/2, 4/16, 4/30, 5/7
Friday, March 29, 2019	Superintendent submits final BOCES commitment form
Tuesday, April 09, 2019	BOE receives the final budget recommendations from the Superintendent - BOE adopts budget if ready, if not additional meetings should be scheduled

Tuesday, April 16, 2019	2nd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Monday, April 22, 2019	Regular Board meeting - BOCES Annual budget vote
Monday, April 22, 2019	At 5PM: Deadline for submission of petitions for BOE candidates and for any propositions to be placed on ballot
Friday, April 26, 2019	Last date for proposed 2019-2020 budget to be approved by BOE
Monday, April 29, 2019	Property Tax Report Card must be submitted to SED deadline (recommended 24 hrs after approval of budget); also need to publish in newspaper and on website
Tuesday, April 30, 2019	3rd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Tuesday, April 30, 2019	Budget flyer mailed; absentee ballots mailed
Tuesday, April 30, 2019	Final Deadline to send Budget Notice postcard to print shop
Tuesday, May 07, 2019	Budget available in district upon request (7 business days before Budget Hearing date). Documents to include: Budget statement, Property Tax Report Cards, District's Fiscal Accountability Summary (sent to us by SED), Salary Disclosure Notice.
Monday, May 07, 2018	4th Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Tuesday, May 14, 2019	Budget Hearing, Appointment of Clerks and Election Inspectors
Wednesday, May 15, 2019	Budget Notice postcard mailed to eligible voters after Budget Hearing and <b>at least 6 days</b> prior to Annual Budget Vote
Tuesday, May 21, 2019	Annual Budget Vote and Board Election