

EDWARDS-KNOX CSD  
2020-21 BUDGET CALENDAR

Deadline	Action
Tuesday, November 12, 2019	BOE approves budget calendar
Tuesday, November 12, 2019	Board decides whether to add bus purchases to budget - if yes contact bond counsel for resolution
Tuesday, December 10, 2019	Review 5 year budget
Friday, December 13, 2019	Superintendent, principals and business manager meet to begin budget discussions 9AM
Friday, December 13, 2019	BOCES bid requests are distributed by email
Friday, January 10, 2020	All staff members to return BOCES bids requests to business office
Wednesday, January 15, 2020	Principals and Superintendent review BOCES bids requests
Tuesday, February 11, 2020	Transportation, Facilities and Athletic preliminary budgets are presented by their department heads to the BOE
Friday, February 14, 2020	Superintendent and business manager review BOCES bill
Sunday, March 1, 2020	Submit information to calculate Tax Levy Limit on Office of State Comptroller's website
Tuesday, March 10, 2020	Instructional and Special Education preliminary Budgets are presented by their department heads to the BOE
Tuesday, March 10, 2020	Initial budget presented to BOE
Tuesday, March 10, 2020	Board votes on bus resolution
Friday, March 27, 2020	Superintendent submits final BOCES commitment form
Thursday, April 2, 2020	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
Tuesday, April 7, 2020	BOE receives the final budget recommendations from the Superintendent - BOE adopts budget if ready, if not additional meetings should be scheduled
Thursday, April 16, 2020	2nd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Monday, April 20, 2020	Regular Board meeting - BOCES Annual budget vote

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Monday, April 20, 2020	At 5PM: Deadline for submission of petitions for BOE candidates and for any propositions to be placed on ballot
Friday, April 24, 2020	Last date for proposed 2020-21 budget to be approved by BOE
Monday, April 27, 2020	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
Thursday, April 30, 2020	3rd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Thursday, April 30, 2020	Budget flyer mailed; absentee ballots mailed
Thursday, April 30, 2020	Final Deadline to send Budget Notice postcard to print shop
Tuesday, May 5, 2020	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.
Thursday, May 7, 2020	4th Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote
Tuesday, May 12, 2020	Budget Hearing, Appointment of Clerks and Election Inspectors
Wednesday, May 13, 2020	Budget Notice postcard mailed to eligible voters after Budget Hearing and <b>at least 6 days</b> prior to Annual Budget Vote
Tuesday, May 19, 2020	Annual Budget Vote and Board Election