

EDWARDS-KNOX CSD
BUDGET CALENDAR FOR 2017-2018 BUDGET

| Deadline | Action |
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| Thursday, November 9, 2017 | BOE approves budget calendar |
| Tuesday, December 5, 2017 | Review 5 year budget |
| Friday, December 8, 2017 | Superintendent, principals and business manager meet to begin budget discussions 9AM |
| Monday, December 11, 2017 | BOCES bid requests are distributed by email |
| Friday, January 5, 2018 | All staff members to return BOCES bids requests to business office |
| Tuesday, January 9, 2018 | Facilities and Cafeteria preliminary budgets are presented by their department heads to the BOE |
| Wednesday, January 10, 2018 | Principals and Superintendent review BOCES bids requests |
| Tuesday, January 23, 2018 | Transportation and Athletic preliminary budgets are presented by their department heads to the BOE |
| Tuesday, February 6, 2018 | Board decides whether to add bus purchases to budget - if yes contact bond counsel for resolution |
| Friday, February 9, 2018 | Superintendent and business manager review BOCES bill |
| Thursday, March 1, 2018 | Submit information to calculate Tax Levy Limit on Office of State Comptroller's website |
| Tuesday, March 6, 2018 | Initial budget presented to BOE |
| Tuesday, March 6, 2018 | Board votes on bus resolution |
| Tuesday, March 27, 2018 | 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. 3/27, 4/10, 4/24, 5/7 |
| Friday, March 30, 2018 | Superintendent submits final BOCES commitment form |

Finance Committee meeting - week of December 11th - TBD

Finance Committee meeting - week of Jan 5th - TBD

Finance Committee meeting - week of Jan 15th - TBD

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| Tuesday, April 3, 2018 | BOE receives the final budget recommendations from the Superintendent - BOE adopts budget if ready, if not additional meetings should be scheduled |
| Tuesday, April 10, 2018 | 2nd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote |
| Monday, April 16, 2018 | Regular Board meeting - BOCES Annual budget vote |
| Monday, April 16, 2018 | At 5PM: Deadline for submission of petitions for BOE candidates and for any propositions to be placed on ballot |
| Friday, April 20, 2018 | Last date for proposed 2018-2019 budget to be approved by BOE |
| Monday, April 23, 2018 | 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 24, 2018 | 3rd Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote |
| Tuesday, April 24, 2018 | Budget flyer mailed, also absentee ballots mailed |
| Tuesday, April 24, 2018 | Final Deadline to send Budget Notice postcard to print shop |
| Tuesday, May 1, 2018 | 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 7, 2018 | 4th Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote |
| Tuesday, May 8, 2018 | Budget Hearing, Appointment of Clerks and Election Inspectors |
| Wednesday, May 9, 2018 | Budget Notice postcard mailed to eligible voters after Budget Hearing and at least 6 days prior to Annual Budget Vote |
| Tuesday, May 15, 2018 | Annual Budget Vote and Board Election |