

***BUDGET DEVELOPMENT TIMETABLE
FOR THE 2010-2011 FISCAL YEAR***

December	2009	Present 2010-11 Budget Calendar and budget development procedures to the Board of Education for adoption.
December	2009	Meet with budget stakeholders and distribute budget guidelines and BOCES participation forms.
December	2009	Submit estimates to BOCES.
December	2009	Meet with Audit Committee/BOE on Budget parameters.
January	2010	Meet with various budget stakeholders throughout the month.
January	2010	Develop baseline budget from budget composites and meet with Audit Committee. Review State Aid projections.
January	2010	Present 2010-2011 Preliminary Budget forecast, Budget assumptions and Fund Balance projections to Board of Education.
February	2010	Board Work Session to review Baseline Budget/First Draft.
March	2010	Board Work Session to review Budget/ Second Draft
March	2010	Board Work Session to review Budget/Third Draft, Revenue, BOCES Budget and Fund balance projections.
April 3,	2010	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote.
April	2010	Prepare absentee ballot applications, absentee ballot, related envelopes and directions. Obtain and use locked ballot box for absentee ballots.
April	2010	Board of Education adopts BOCES Budget for 2010-11. Board adopts Final Draft Budget for 2010-11 before April 24, 2010. (due date for Property Tax Report Card)
April 19,	2010	Deadline for submission of petitions for nominations of BOE candidates (30 days before election).

April 19,	2010	Deadline for submission of petitions for propositions to be placed on ballot (30 days preceding budget vote).
April 19,	2010	Inform candidates of legal requirements for all candidates for election to BOE and Library Board to sworn statements of campaign expenses and distribute informational material.
April	2010	Appointment of clerks and inspectors of elections for Budget vote.
April	2010	Date of drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine.
April 23,	2010	Final date for budget adoption by the BOE. Budget document available to the public. Arrange for the pickup and return of voting machines with the Board of Elections contractor.
April 24,	2010	Property Tax Report Card submitted to local newspaper.
April 24,	2010	Property Tax Report Card submitted to SED within 24 hours of budget adoption.
May	2010	Arrange for notary public to swear in inspectors of elections at opening of the voting session prior to the vote.
May	2010	Mail out District Budget Newsletter. (include full disclosure information).
May	2010	Prepare voting machine inserts and transmit to county Board of Elections. Physically examine voting machines for ballot placement and sign statement at the board of elections.
May 13,	2010	Receive sworn statements by candidates for membership On the Board of Education and Library Board.
May 4,	2010	<i>Hold Annual Budget Hearing – Budget Statement and required attachments available 7 days prior to Budget Hearing</i>

May 5, 2010 Budget notice must be mailed to eligible voters after the budget hearing but no later than six days prior to the vote.

***May 18, 2010 Statewide Annual Meeting/
Board Election/Budget Vote***

June 15, 2010 Statewide budget revote day

July 1, 2010 Implement 2010-2011 Budget.
Finalize 2009-2010 Budget.