

**2015
2016**

SAMPLE BUDGET DEVELOPMENT

STATE AID & FINANCIAL PLANNING SERVICE

DATE	BUDGET DEVELOPMENT
October 2014	Present 2015-16 budget calendar and budget development procedures to the BOE for adoption
November 2014	Meet with budget builders and distribute budget guidelines
December 2014	Meet with finance committee (preliminary budget presentation by budget builders)
January 2015	Meet with finance committee and or BOE (on parameters)
January 2015	Meet with budget builders various times throughout the month
February 2015	Budget builders submit program budget composite to Business Office
February 2015	Present 2015-16 preliminary budget forecast and budget assumptions to the BOE
March 1, 2015	Submit 2015-16 calculation for tax levy limit to Office of Comptroller, Tax and Finance and SED
March 2015	Present 2015-16 operational and general support budget to the BOE for review and comment (Operations & Maintenance, Transportation and General support)
March 2015	Present 2015-16 debt service and employee benefits budget to the BOE for review and comment
March 2015	Present 2015-16 instructional and special education budget to the BOE for review and comment
April 4, 2015	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 2015	Finalize 2015-16 educational plan and budget (including BOCES budget) before April 26, 2015 due date for Property Tax Report Card
April 2015	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots
April 2015	Deadline for submission of petitions for nominations of BOE candidates (30 days before election, 20 days in small cities)
April 2015	Final draft of budget presented to BOE, appointment of clerks and inspectors of elections for budget vote
April 2015	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine
April 2015	Property tax report card must be submitted to local newspaper of general circulation



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DATE	BUDGET DEVELOPMENT
April 20, 2015	Deadline for submission of petitions for propositions to be placed on ballot: (30 days preceding budget vote)
April 20, 2015	Inform candidates of legal requirement for all candidates for election to BOE and Library Board to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote date
April 24, 2015	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 27, 2015	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 27, 2015.
May 2015	Conduct voter registration with board of registration (if applicable)
May 2015	Mail district newsletter (include full disclosure information)
May 2015	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 5-12, 2015	Budget hearing – budget statement and required attachments available 7 days prior to budget hearing
May 6-13, 2015	Budget notice must be mailed to eligible voters after the budget hearing but no later than six days prior to the vote
May 13-18, 2015	District clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)
May 14, 2015	Second sworn statement of campaign contributions or loans by candidates for membership on the BOE and Library Board to be filed with the District Clerk and Commissioner of Education five days prior to vote date
May 15-19, 2015	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the BOE and Library Board
May 19, 2015	Statewide annual meeting / board election / budget vote day
June 8, 2015	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on BOE and Library Board
June 16, 2015	Statewide budget revote day
July 1, 2015	Implement 2015-16 Budget