

**Cazenovia Central School District  
2017/18 Budget Calendar  
Proposed & Adopted 12/19/16**

| <b><u>Due Date</u></b> | <b><u>Task</u></b>   | <b><u>Responsibility</u></b>         |
|------------------------|--|--------------------------------------|
| 12/19/16               | Budget Calendar presented for Board approval   | Thomas Finnerty & Board of Education |
| 12/21/16               | Submit BOCES initial request for services  | Thomas Finnerty                      |
| 01/06/17               | Budget request forms, instructions and materials issued to administrators, supervisors and department leaders  | Thomas Finnerty                      |
| 01/09/17               | Public Forums & Budget Work Session  | Matt Reilly & Board of Education     |
| 01/27/17               | Receive Governor's budget proposal   | Thomas Finnerty                      |
| 02/10/17               | Budget forms due from administrators, supervisors and department leaders   | All                                  |
| 02/27/17               | Board of Education adopts annual vote resolution. Review of final version of long-range financial plan   | Board of Education                   |
| 03/01/17               | Certification of Tax Levy Limit  | Thomas Finnerty                      |
| 03/13/17               | Board of Education Budget Work Session   | Board of Education                   |
| 03/27/17               | Legal notice of school budget hearing and budget vote (must advertise four times within seven weeks of the vote with the first notice 45 days prior to the vote) | Pat Marzeski                         |
| 04/03/17               | Review of preliminary 2017/18 budget   | Board of Education                   |
| 04/13/17               | Review and adoption of proposed 2017/18 Budget. (Legally have until 4/21/17)   | Board of Education                   |
| 04/24/17               | Submit final BOCES services request forms (Per BOCES Budget Calendar)  | Thomas Finnerty                      |
| 04/24/17               | Vote on BOCES administrative budget.   | Board of Education                   |
| 04/17/17               | Deadline for submission of nominations of BOE candidates. (30 days prior to vote)  | Pat Marzeski                         |
| 04/25/17               | Submit Property Tax Report Card and administrative salary disclosure to SED (within 24 hours of Budget Adoption)   | Thomas Finnerty                      |
| 04/28/17               | Prepare absentee ballot applications and absentee ballots  | Pat Marzeski                         |
| 05/02/17               | Budget statement and required attachments made available, upon request.  | Thomas Finnerty                      |
| 05/09/17               | Annual Budget Hearing.   | All                                  |
| 05/10/17               | Budget notice must be mailed to all eligible voters of the district.   | Thomas Finnerty                      |
| 05/16/17               | Annual Budget Vote and Board of Education Election   |                                      |