

**Cazenovia Central School District
2018/19 Budget Calendar
Approved 11/20/17**

<u>Due Date</u>	<u>Task</u>	<u>Responsibility</u>
11/20/17	Budget Calendar presented for Board approval	Thomas Finnerty & Board of Education
12/22/17	Submit BOCES initial request for services	Thomas Finnerty
01/04/18	Budget request forms, instructions and materials issued to administrators, supervisors and department leaders.	Thomas Finnerty
01/08/18	(IF NEEDED) Budget Work Session	Matt Reilly & Board of Education
~ 01/26/18	Receive Governor's budget proposal	Thomas Finnerty
02/09/18	Budget forms due from administrators, supervisors and department leaders	Thomas Finnerty
02/26/18	Board of Education adopts annual vote resolution. Review of final version of long-range financial plan	Board of Education
03/01/18	Certification of Tax Levy Limit	Thomas Finnerty
03/12/18	Board of Education Budget Work Session	Board of Education
03/27/18	Legal notice of school budget hearing and budget vote placed (must advertise four times within seven week of the vote with the first notice 45 days prior to the vote).	Pat Marzeski
04/02/18	(IF NEEDED) Review of preliminary budget	Board of Education
04/16/18	Deadline for submission of nominations by BOE candidates. (30 days prior to vote)	Pat Marzeski
04/16/18	Review and adoption of proposed 2018/19 Budget. (Legally have until 4/23/18)	Board of Education
04/16/18	Vote on BOCES Administrative Budget.	Board of Education
04/17/18	Submit Property Tax Report Card and Administrative Salary Disclosure to SED (within 24 hours of Budget Adoption)	Thomas Finnerty
04/20/18	Submit final BOCES Service Request forms.	Thomas Finnerty
04/27/18	Prepare absentee ballot applications and absentee ballots.	Pat Marzeski
05/01/18	Budget Statement and required attachments made available, upon request.	Thomas Finnerty
05/08/18	Annual Budget Hearing presentation.	Matt Reilly & Thomas Finnerty
05/09/18	Budget Notice mailed to all eligible voters of the district.	Thomas Finnerty
05/15/18	Annual Budget Vote and Board of Education Election	All