

FINAL

2019-2020 Budget Calendar

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<u>Due Date</u>	<u>Task</u>	<u>Responsibility</u>
11/19/18	BOE Meeting: Budget Calendar presented for Board approval	Thomas Finnerty
12/17/18	BOE Meeting	ALL
12/21/18	Submit BOCES initial request for services	Thomas Finnerty
01/03/19	Budget request forms, instructions and materials issued to administrators, supervisors and department leaders.	Thomas Finnerty
01/14/19	BOE Meeting	ALL
01/25/19	Receive Governor's budget proposal (approximate date)	Thomas Finnerty & Matt Reilly
02/04/19	(IF NEEDED) Budget Work Session	Matt Reilly & Board of Education
02/11/19	BOE Meeting: Board of Education adopts annual vote resolution.	Board of Education
02/15/19	Budget forms due from administrators, supervisors and department leaders	Thomas Finnerty
03/01/19	Certification of Tax Levy Limit	Thomas Finnerty & Matt Reilly
03/04/19	(IF NEEDED) Budget Work Session	Board of Education
03/18/19	BOE Meeting	ALL
04/01/19	Legal notice of school budget hearing and budget vote placed (must advertise four times within seven weeks of the vote with the first notice 45 days prior to the vote).	Janet Goris
04/08/19	BOE Meeting: Review and adoption of proposed 2019/20 Budget. (Legally have until 4/26/19)	Board of Education
04/09/19	Submit Property Tax Report Card and Administrative Salary Disclosure to SED (within 24 hours of Budget Adoption)	Thomas Finnerty
04/15/19	Submit final BOCES Service Request forms.	Thomas Finnerty
04/22/19	Deadline for submission of nominations by BOE candidates. (30 days prior to vote)	Janet Goris
04/22/19	Vote on BOCES Administrative Budget. (N/A this year)	Board of Education
04/24/19	(IF NEEDED) Review/Adoption of 2019-20 Budget	Board of Education
05/03/19	Prepare absentee ballot applications and absentee ballots.	Janet Goris
05/07/19	Budget Statement and required attachments made available, upon request.	Thomas Finnerty
05/14/19	Annual Budget Hearing presentation.	Thomas Finnerty & Matt Reilly
05/15/19	Budget Notice mailed to all eligible voters of the district.	Thomas Finnerty
05/21/19	BOE Meeting: Budget Vote and Board of Education Election	ALL