

**BUDGET CALENDAR
FOR PREPARATION OF THE 2012-2013
SCHOOL BUDGET**

(Activities to be completed during the 2011-2012 school year.)

November 14, 2011	Regular Board Meeting Adopt Budget Calendar for 2012-2013.
December 1, 2011	Building Budget printouts and parameters to Building Administrators and Supervisors.
December 1, 2011	Review Budget Calendar and Guidelines for 2012-2013 with Cabinet.
January 10, 2012	Salary estimates for 2012-2013 completed by Business Administrator.
January 10-13, 2012	Superintendent and Business Administrator to meet with Building Administrators to review possible staff and program changes for 2012-2013.
January 19, 2012	Building Administrators' and Supervisors' 2012-2013 Budgets to Business Administrator. Prioritized list of equipment items and costs submitted to Business Administrator.
January 9, 2012	Regular Board Meeting 7:00 PM Review of <u>Budget Guidelines</u> , <u>Debt Service</u> & <u>Estimated Revenues</u>
February 3, 2012	Presentation of the first draft of Preliminary Budget to the Superintendent. Review budget revisions and possible enhancements with Administrative Council.
February 6, 2012	Budget Work Session 6:00 PM Review of <u>Elementary</u> and <u>Employee Benefits</u>
February 13, 2012	Regular Board Meeting 7:00 PM Review of <u>Secondary</u> and <u>BOCES Services Budget</u>
Feb. 20-24, 2012	School Closed - Winter Break
March 5, 2012	Budget Work Session 6:00 PM Review of <u>Special Education</u> , <u>Transportation</u> and <u>Technology</u>
March 12, 2012	BOCES service requests due to Business Administrator.
March 12, 2012	Regular Board Meeting 7:00 PM Review of the <u>Operations and Maintenance</u> , <u>Interscholastic Athletics</u> , and <u>Extracurricular Activities</u>
March 29, 2012	First publication of Legal Notice of School Budget Hearing and Annual Meeting (vote) dates.
April 2, 2012	Budget Work Session 6:00 PM Board conducts a Community Dialogue on Budget at the High School Media Center from 6:00 - 8:00 PM <u>Review and/or Adoption of Proposed Budget</u>

April 5, 2012	Second Publication of legal Notice of School Budget Hearing and Annual Meeting (vote) dates.
April 6-13, 2012	School Closed - Spring Break
April 16, 2012	Budget Work Session (if needed) <u>Review and Adoption of Proposed Budget</u>
April 16, 2012	Deadline for submission of petitions for nominations of Board candidate(s), until 5:00 p.m.
April 20, 2012	Last date for districts to adopt proposed budgets
April 23, 2012	Deadline for submitting Property Tax Report Card to the State Education Department.
April 17, 2012	Drawing by District Clerk for determination of order for listing Board candidate(s) on voting machine.
April 17, 2012	Regular Board Meeting 7:00 PM – (Tuesday meeting to correspond with the BOCES vote.) Appointment of Clerks and Inspectors of Elections.
April 26, 2012	Third publication of Legal Notice of School Budget Hearing and Annual Meeting (vote) dates.
May 1, 2012	Budget Document available to public: detailed explanation of contents of Board's adopted budget; invitation to public hearing and budget vote.
May 3, 2012	Fourth publication of Legal Notice of School budget Hearing and Annual Meeting (vote) dates.
May 7, 2012	Budget Hearing - High School Media Center, 7:00 PM
May 8, 2012	Budget Newsletter/Budget Notice mailed.
May 15, 2012	Annual Meeting - Budget Vote and election of school board member(s) – Primary Grade Cafeteria

Note: The school District Clerk is required to give notice of the Annual Meeting at least four times within the seven weeks preceding the meeting. The first notice is to be at least forty-five (45) days prior to the meeting.

According to Chapter 64 of Education Law, school districts must provide notification of availability of the school budget 7 days prior to the Budget Hearing date.

Suggested Legal Notice Dates:

First Notice - March 29, 2012
Third Notice – April 26, 2012

Second Notice - April 5, 2012
Fourth Notice – May 3, 2012