

2010-11 Budget Calendar

2009

Development		Scheduled	Completed
October 5th	Preliminary budget meeting with Cabinet		
October 21st	Budget Calendar adopted at the Board of Education Meeting		
November 2nd	Distribution of Budget Development Materials to Administrators		
December 2nd	Budget development input from Board of Education at December BOE Meeting		
	Begin to discuss program objectives with K-12 Department Chairs		
December 8th	Individual and Department preparation of initial budget requests including K-5 reading requests		
December 15th	Budget development input from Board of Education at December Audit/Finance Meeting		
December 16th	Complete BOCES Initial Budget Request		

2010

Collection		Scheduled	Completed
January 4th	Cabinet meeting to review revenue projections		
January 6th	Budget development input from Board of Education at January BOE Meeting		
January 11th	Initial Cabinet meeting to review appropriation forecast		
January 25th	Staffing requirements (to include extracurricular club and coaching requests) submitted to the Asst. Superintendent for Personnel		
January 25th	Special program requests submitted to the Asst. Superintendent for Curriculum & Instruction and the Asst. Superintendent for Student Services		
February 3rd	Budget development input from Board of Education at February BOE Meeting		
February 5th	Administrators/Supervisors collect all budget request forms		

Review		Scheduled	Completed
Mondays Jan/Feb	Preliminary budget review with Superintendent's Cabinet		
February 8th	Community-Wide Focus Group to discuss and review appropriations priorities		
February 16th	Budget meeting to review proposed budget with Audit & Finance Committee		
March 3rd	Board of Education Meeting- Budget Information Session		
	Board of Education Adopts Legal Notice- published (4/2, 4/17, 5/1, 5/15)		

Acceptance		Scheduled	Completed
April 21st	Board of Education- Final budget presentation; Adopts budget and Property Tax Report Card		
April 22nd	Transmit Property Tax Report Card to S.E.D. and Send to local newspapers		
April 27th	Budget document complete and available upon request		
April 28th	Deadline for submission for propositions to be placed on the Ballot and Trustee Petitions due		
May 5th	Budget document available in each school building; Budget Hearing takes place		
May 6th	Budget notice mailed to all District Residents		

Vote		Scheduled	Completed
May 18th	Annual Budget Vote/Meeting		
May 19th	Board of Education meeting to ratify vote results		