

2014/2015 -- SCCS BUDGET CALENDAR

DATE	VENUE	BUDGET ACTIVITY
October 28, 2013	Committee meeting; 6:00 pm	Review budget development process with budget/finance committee in preparation for adoption by BOE
	BOE meeting	Draft budget calendar will be reviewed at budget/finance committee meeting prior to BOE meeting
November 12, 2013	BOE meeting	Approve budget calendar
November 21, 2013	School Admin	Meeting of school leadership team to determine plan for potential 2014/15 program expenses
November 25, 2013	Committee meeting; 6:00 pm	Preliminary budget presentation based on budget builders and cost drivers
	BOE meeting	Preliminary budget overview presented to BOE for anticipated budget expenses; review debt impact on budget in out years
December 9, 2013	BOE meeting	Review current fund and reserve balances and potential revenue
December 12, 2013	School Admin	Leadership to continue work on budget scenarios based on guidelines and forecasts
January & February 2014	Towns	Present at town meetings
January 13, 2014	BOE meeting	Budget review; presentations
January 27, 2014	BOE meeting	Budget review; presentations
February 10, 2014	BOE meeting	Budget review; presentations
February 24, 2014	BOE meeting	Budget review; presentations
March 1, 2014	School Admin	Tax levy limit must be calculated and submitted to the Office of Comptroller, Tax & Finance and SEC
March 10, 2014	BOE meeting	Budget review; presentations
March 24, 2014	BOE meeting	Budget review; presentation of BOCES expenses from all budget areas
April 5 & 6, 2014	School Admin	First public notice of the annual meeting/election/budget vote placed in newspaper of record; to be published four (4) times, starting not less than 45 days prior to the election/budget vote, including legal identification of voters First publication of legal notice; April 5 in <i>Citizen</i> ; April 6 in <i>Post Standard</i>
April 7, 2014	BOE meeting	Budget review
April 10, 2014		BOCES annual meeting
April 15, 2014	School Admin	Publish second notice of the annual meeting/elections/budget vote in newspapers
April 21, 2014	School Admin	Final day for submission of candidate petitions; 5:00 pm and to submit petitions for propositions on the ballot
April 23, 2014	BOE meeting	Final draft of budget; adopt budget ; appointment of election inspectors; approve resolution wording for publication; BOCES election and budget vote

April 25, 2014	School Admin	Make adopted budget available to the public; school offices and libraries
By April 25, 2014	School Admin	Property Tax Report Card must be submitted to SED by the end of the next business day following the budget adoption. Submit by Monday, April 28, 2014. Property Tax Report Card must be transmitted to local newspapers of general circulation
May 1, 2014	School Admin	Publish third legal notice of the annual meeting
May 5, 2014	School Admin	Mail <i>Rambling Reporter</i> budget brochure
May 11, 2014	School Admin	Publish fourth legal notice of annual meeting
May 12, 2014	BOE meeting	Public budget hearing/meet the candidates; budget statement and required attachments available
May 14, 2014	School Admin	Send budget notice to community
May 19, 2014	School Admin	District clerk maintains list of names of those given absentee ballots and makes such list available for public inspection
May 20, 2014	Public Vote	Annual meeting/board election/budget vote day; 5:00 pm deadline to receive absentee ballots by hand or mail Notification to BOCES, newspapers, radio & TV stations of vote results
May 21, 2014	District Clerk	Notification of the candidates in writing of the election results; thank you letter to election inspectors
May 27, 2014	BOE meeting	Critique of the budget process; review exit poll BOE action item; establish reserves
July 1, 2014		Implement 2014/15 budget
July 1 to July 14, 2014		Reorganization must be held within the first two (2) weeks of July
If Revote is Required:		
June 3, 2014	School Admin	Publish legal notice for budget revote once each week in the two (2) weeks before revote day
May 27 to June 3, 2014	School Admin	Budget statement and required attachments must be made available, upon request, at each school building and at the district office, public library and on the district's website at least seven (7) days before the budget revote
June 3 to June 10, 2014	School Admin	Hold budget hearing 7 to 14 days prior to budget revote day; budget statement must be made available; budget must be presented at the hearing in plain language and in three (3) components; Administrative, Program and Capital
June 4 to June 11, 2014	School Admin	Mail budget notice to voters the day after the hearing but no later than six (6) days before revote day
June 17, 2014	Public Vote	Statewide budget revote day

Adopted; November 12, 2013