

**Middleburgh Central School District
2018-19 BUDGET CALENDAR**

November

11/08/17 Present 2018-19 budget calendar and budget development procedures to the BOE for adoption
Budget Committee

December

Meet with budget builders and discuss/distribute budget guidelines

12/13/17 Regular Budget Meeting
Budget Committee Workshop #1
Preliminary budget review

January

Meet with budget builders throughout the month

01/10/18 Regular Board Meeting
Budget Update (if necessary)

01/24/18 Regular Board Meeting
Budget Committee Workshop #2
-Present 2018-19 budget forecast and budget assumptions to the BOE
-Review 2018-19 calculation for tax levy limit (Due 03/01/18)

01/15/18- Preliminary department budget review (buildings & grounds, transportation and general support)
01/27/18

February

02/03/18 Preliminary building budgets due (including Technology & Pupil Personnel Services)
Educational Data and Excel Spreadsheets

02/14/18 Regular Board Meeting
Budget Committee Workshop #3
Finalize 2018-19 calculation for tax levy limit (Due 03/01/17)

02/28/18 Regular Board Meeting
Budget Update (if necessary)

02/01/18- Ongoing budget work
02/28/18

March

03/01/18 Submit 2018-19 calculation for tax levy limit to Office of State Comptroller, Tax and Finance,
and SED

- 03/14/18 Regular Board Meeting
Present 2018-19 Budget to the Board of Education for review and comment
- Operations and Maintenance
 - Transportation
 - General Support
 - Debt Service
- 03/28/18 Regular Board Meeting
Budget Committee Meeting #4
Present 2018-19 Budget to the Board of Education for review and comment
- Employee Benefits
 - Instructional
 - Special Education
- 03/27/18- Legal Notice of School Budget Hearing and Annual Budget Vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of Annual Budget Vote
- o March 28, 2018 (weekly publication)
 - o April 4, 2018
 - o April 18, 2018
 - o May 5, 2018
 - BOCES budget vote (date to be determined)
- 03/28/18 Legal Notice of school budget hearing and budget vote - #1 (see above)

April

- Prepare absentee ballot applications, absentee ballot, related envelopes, and directions.
 - Deadline for submission of petitions for nominations of BOE candidates (30 days before election)
 - Final draft of budget presented to Board of Education, appointment of clerks and inspectors of elections for budget vote
 - Date of drawing by District Clerk for determination of order for listing Board candidates on ballot/voting machine
 - Property tax report card must be submitted to local newspaper of general circulation
 - BOCES budget vote (date to be determined)
- 04/04/18 Legal Notice of school budget hearing and budget vote - #2 (see above)
- 04/11/18 Regular Board Meeting
2017-18 Budget Adoption by the Board of Education (BOE must adopt by 04/23/18)
Board documents available to the public
Property tax report card must be submitted to SED using the State Aid Management System (SAMS) by the end of the next business day following adoption of the report card but no later than 24 days prior to Budget Vote. SED will accept submissions through Monday, April 23, 2018.
- 04/16/18 Last day to submit petitions for propositions to be placed on ballot
- 04/18/18 Legal Notice of school budget hearing and budget vote - #3
Property Tax Report Card must be transmitted to local newspapers of general circulation.

04/24/18 Budget Statement and required attachments must be made available, upon request, at each school
05/01/18 building and at the district office, public or free association library and on the district's website at
least 7 days before Budget Hearing date and at least 14 days before the Budget Vote.

May

- Mail district newsletter
- Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day.
- Prepare voting machine inserts and transmit to county Board of Elections. Examine voting machines for ballot placement and sign statement at the board of elections

05/02/18 Regular Board Meeting
Public Budget Hearing –Budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital

05/05/18 Legal Notice of school budget hearing and budget vote - #4

05/06/18 Main budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote day.

Through District clerk must maintain a list of names of all individuals provided with absentee ballots.
05/14/18 List is subject to public inspection and legal challenge until the day of election.

05/15/18 **Annual Meeting and Public Vote on 2018-19 Budget and Board of Education election**

June

06/05/18 Publish legal notice for budget revote once each week in the 2 weeks before day, first publication 14 days before revote.

05/29/18- Budget Statement and required attachments must be made available, upon request, at each
06/05/18 schools building and at the district office, public or free association library and on the district's website at least 7 days before hearing & 14 days before the budget revote.

06/06/18 Hold Budget Hearing 7-14 days prior to Budget Revote Day. Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plan language and in 3 components: Administrative, Program, and Capital

06/19/18 Statewide Budget Revote Day (if necessary)

July

07/01/18 Implement 2018-19 Budget