

BUDGET DEVELOPMENT CALENDAR

2021-2022

Monday, November 16, 2020	Regular Board Meeting – Review and adopt Budget Development Schedule.
Friday, January 8, 2021	Bid requisitions due to BOCES (custodial supplies).
Friday, January 8, 2021	Bid requisitions due to BOCES (diesel, fuel oil, gas, propane)
Tuesday, January 19, 2021	Discuss proposed Building Budgets at Administrative Council Meeting.
Friday, January 22, 2021	Bid requisitions due to BOCES (art, construction & institutional paper, teaching aids, general school & office supplies and printed envelopes).
Monday, January 25, 2021 - Friday, January 29, 2021	Building & Department Meetings with Javier Perez & Danielle McAfee.
Friday, February 5, 2021	Bid requisitions due to BOCES (athletics, science, health & transportation supplies).
Tuesday, February 9, 2021	Administrative Building Budgets due.
Friday, February 12, 2021	Bid requisitions due to BOCES (AV, furnishings, musical instruments & supplies, technology & shop, computer supplies, xerographic paper & wire).
February 15-19, 2021	Administrative & District Level Budgets final review.
Monday, March 1, 2021	Submit information to calculate tax levy limit on Office of State Comptroller's website.
Monday, March 8, 2021	Regular Board Meeting – Board Budget Workshop #1.
Monday, March 22, 2021	Regular Board Meeting - Board Budget Workshop #2.
Friday, April 2, 2021	Legal notice of date, time, and place of School Budget Hearing and Annual Budget Vote. 1 st advertisement for Budget Vote (must advertise 4 times within 7 weeks with 1 st occurring at least 45 days prior to Budget Vote).
Monday, April 12, 2021	Regular Board Meeting – Board Budget Workshop #3.
Monday, April 19, 2021	2 nd advertisement for Budget Vote.
	Petitions for Board Candidates due by 5:00 p.m. (no later than 30 days prior to Budget Vote).
	Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education 30 days prior to vote date.

Thursday, April 22, 2021	Board final budget review. Adopt Budget and the Property Tax Report Card by resolution.
Friday, April 23, 2021	Budget Newsletter to BOCES for printing (at least 1 week prior to mail). 3 rd advertisement for Budget Vote. Submit Property Tax Report Card to SED (within 24 hours of Budget Adoption) and information to the Press Republican.
Monday, April 26, 2021	Final day for Proposed Budget to be approved by Board and to adopt Property Tax Report Card by resolution.
Tuesday, April 27, 2021	Budget Statement and required attachments available in all District buildings, public library and on District's website (available at least 7 days before Budget Hearing date and at least 14 days prior to Budget Vote).
Monday, May 3, 2021	Electronic submission of Administrative Salary Disclosure to SED (within 5 days after preparation).
Tuesday, May 4, 2021	Budget Newsletter mailed.
Tuesday, May 4, 2021	Official Public Hearing – 5:30 p.m. at District Office (7 to 14 days prior to Budget Vote day.) The budget must be presented in 3 components: Administrative, Program and Capital.
Wednesday, May 5, 2021	Budget Notice mailed to all District residents (the day after Budget Hearing and no later than 6 days prior to Budget Vote).
Friday, May 7, 2021	4 th advertisement for Budget Vote.
Thursday, May 13, 2021	Second sworn statement of campaign contributions or loans by candidates for membership on the BOE and Library Board to be filed with the District Clerk and the Commissioner of Education five days prior to vote date.
Tuesday, May 18, 2021	Official Annual Meeting / Budget Vote / Board Election – 12:00 p.m. to 8:00 p.m. at Morrisonville Elementary.