

2019
2020

Phelps-Clifton Springs CSD

BUDGET DEVELOPMENT CALENDAR

DATE	BUDGET DEVELOPMENT
November 2018	Present 2019-20 budget calendar and budget development procedures to BOE for adoption.
December 2018	Meet with administrators and departments heads regarding budget forecast and guidelines.
January 14, 2019	Meet with BOE to discuss preliminary budget goals.
January 2019	Meet with administrators and department heads throughout the month.
January 22, 2019	Administrators and department heads submit program budget requests to Business Office.
February 11, 2019	Present 2019-20 Budget Draft #1 (operations and general support) to BOE for review and comment.
March 1, 2019	Submit 2019-20 calculation for tax levy limit to Office of Comptroller, Tax and Finance & SED.
March 11, 2019	Present 2019-20 Budget Draft # 2 (debt service and employee benefits) to BOE for review and comment.
March 25, 2019	Present 2019-20 Budget Draft #3 (instructional and special education) to Board of Education for review and comment.
April 2-April 5 2019	First Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote.
April 8, 2019	Final draft of 2019-20 Budget Adoption by Board of Education
April 9, 2019	Property tax report card submitted to SED and local newspaper within 24 hours of adoption.
April 22, 2019	School board candidate nominating petitions and voter submitted petitions are due in the office of the district clerk by 5:00 p.m. 30 days before election.
May 13, 2019	Budget Hearing – Budget statement and required attachments available 7 days prior.
May 14, 2019	Budget Notice mailed to eligible voters.
May 21, 2019	Statewide annual meeting/ board election/ budget vote day.
May 29, 2019	Tentative BOE meeting in case budget is not passed.
June 18, 2019	Statewide budget revote day if previously defeated.