

## 2012-2013 BUDGET PREPARATION CALENDAR

<b>DATE DUE</b>	<b>ACTIVITY</b>	<b>PERSON RESPONSIBLE</b>
<b>NOVEMBER 15</b>	Budget Calendar Reviewed and Approved by Board	Business Official
<b>NOVEMBER 16</b>	Secure school tax base growth factor from Department of Taxation and Finance	Business Official
<b>NOVEMBER 28</b>	Review Per Pupil Building Numbers with Cabinet	Business Official
<b>NOVEMBER 28</b>	Preliminary Reviews of Budget Process with Leadership Council – Forms and Foremat	Business Official
<b>NOVEMBER 29</b>	Distribute 2 year Building Budget Expense History to Leadership Council	Business Official
<b>DECEMBER 1</b>	Budget Packets Given to Budget Planners	Business Official
<b>DECEMBER 12</b>	Review of BOCES Current Services with Cabinet	Business Official
<b>DECEMBER 12 – 15</b>	Distribution of Current BOCES Services to Leadership Meeting with individual elementary principals, Admin., Asst Superintendent and Guidance to Update BOCES Services	Business Official
<b>DECEMBER 16</b>	Staffing Requests – due Superintendent’s Office	Leadership Council
<b>JANUARY 9</b>	Review Proposed BOCES Budget with Cabinet	Business Official
<b>JANUARY 10</b>	Undistributed Expense Budget (Employee Benefits) – Preliminary BOE Review	Business Official
<b>JANUARY 20</b>	Budgets Due to Business Office	Leadership Council
<b>JANUARY 24</b>	Transportation & General Support Budgets – Preliminary BOE Review	Business Official
<b>FEBRUARY 28</b>	Tax Levy Limit Calculation to State Comptroller/Other Agencies	Business Official
<b>MARCH 1</b>	Total Budget Compiled	Business Official
<b>MARCH 6</b>	Budget Distributed to Board of Education	Business Official
<b>MARCH 6</b>	Regular Meeting – Adopt resolution defining Budget Public Hearing Date, Polling Locations and Times, and Publication of Meeting Notice	Board of Education
<b>MARCH 20</b>	Regular Meeting – Budget Presentation to Board of Education	Business Official
<b>MARCH 31</b>	Initial Publication of Notice of Budget Vote	Business Official
<b>APRIL 17</b>	Special Meeting – Board of Education Adopts Budget	Board of Education
<b>APRIL 17</b>	BOCES Final Requests – Adopted by Board of Education	Board of Education
<b>APRIL 17</b>	Approval of Property Tax Report Card	Board of Education
<b>APRIL 20</b>	Popular Budget Available to Public (must be available at least 24 days before vote)	Business Official
<b>APRIL 20</b>	Submit Tax Report Card to SED (must be submitted no later than 24 days before vote)	Business Official
<b>APRIL 23</b>	Approval of BOCES Administrative Budget	Board of Education
<b>MAY 1</b>	Budget Hearing – (7-14 days prior to vote)	Superintendent/Business Official
<b>MAY 8</b>	Mail 6 Day Budget Notice to Voters	Business Official
<b>MAY 15</b>	Budget Vote – Board of Education Election	