



# CORTLAND ENLARGED CITY SCHOOL DISTRICT

Initial calendar adopted by BOE on 10/22/19  
Revised 5/11/20\_\_\_\_\_

## 2020-2021 Budget Development Calendar

Purple = Board meeting date

Date	Topics	Notes
October 1, 2019	Present 2020-21 draft budget calendar.	
October 22, 2019	2020-21 budget calendar to the BOE for adoption.	
Nov.-Dec. 2019	Discuss with administrators and directors a process for building lines in the budget to have a sustainable plan to replace furniture, fixtures and equipment.	
November 12, 2019	Present initial budget assumptions (cost drivers and savings) along with future financial goals and the 2020-21 budget development theory.	Discuss 2020-21 budget at November 20, 2019 leadership meeting.
November 26, 2019	Review of state aid factors / long range financial plan	
December 10, 2019	Present BOCES initial services request to the Board of Education.	FFE requests back by December 1, 2019 to be discussed at December 11, 2019 leadership meeting.
Tentative - December 20, 2019	Initial BOCES services requests due.	Staff requests due by December 13, 2019. Notify county regarding number of voting machines needed.
January 14, 2020	Present Operations & Maintenance, Transportation Budgets to Board of Education.	Provide line by line building 2020-21 budget.
January 28, 2020	Present Debt Service and Employee Benefits to the Board of Education	
February 11, 2020	Present Revenue (Governor's Proposal if available) to the BOE.	

	Present Curriculum: staffing, athletics and special education.	
February 25, 2020	Present final Tax Levy Limit Calculation & Revenues and Reserves.	
March 1, 2020	Tax Levy Limit Calculation due to the Office of the State Comptroller.	
March 10, 2020	Present final revenues, expenses and preliminary overview of 2020-21 budget.	
April 20, 2020	Adopt BOCES Budget.	
May 11, 2020	<p>Deadline for submission of petitions for nominations of BOE candidates. 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 thirty days prior to vote date. Candidates will be on the ballot in alphabetical order.</p> <p>Adopt budget</p> <p>Approve property tax report card</p>	
May 12, 2020	First publication for Notice of Annual Meeting/ budget vote, election, public hearing	
May 13, 2020	Post budget brochure on website	Property tax card sent to local newspaper for general circulation.
May 19, 2020	Second publication for Notice of Annual Meeting/ budget vote, election, public hearing	
May 26, 2020	<p>Budget Hearing Virtual/ Meet the Candidates</p> <p>Budget statement and required attachments available at least 14 days prior to budget vote.</p> <p>Last day for voter registration</p>	
May 27, 2020	Mail absentee ballots and budget notice to all qualified voters	

May 27- June 8, 2020	<p>Mail absentee ballots along with budget notice</p> <p>District clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday (Public posting no longer required).</p>	
June 3, 2020	<p>Deadline for mailing “budget notice” (this is supposed to arrive in homes prior to the vote date 6 days prior. Can we include with absentee ballots?)</p>	
June 9, 2020	<p><b>Budget Vote Day</b> – ballots must be received by 5:00 p.m. on budget vote day.</p>	
No Guidance yet.	<p>Statewide budget revote day if applicable.</p>	