



CORTLAND ENLARGED CITY SCHOOL DISTRICT

Initial calendar adopted by BOE on November 28, 2017
 Revised: October 6, 2017

2018-2019 Budget Development Calendar

Purple = Board meeting date

Date	Topics	Notes
September 26, 2017	Kick-off – long range fiscal picture	
October 10, 2017	Discuss 2018-19 draft budget calendar – external audit	Schedule finance committee meeting prior to November 1, 2017.
October 24, 2017	Present 2018-19 budget calendar to the BOE for adoption and continue budget forecast and overview of budget development theory.	
Nov.-Dec. 2017	Meet with individual administrators and directors.	Send out form for prioritizing furniture, fixtures, equipment requests for 2018-19 budget planning.
November 14, 2017	Present initial budget assumptions (cost drivers such as salary/benefits) and overview of reserves.	Review bus purchasing.
November 28, 2017	Capital Project Referendum	
December 12, 2017	Present BOCES services to the Board of Education.	FFE requests back by December 1, 2017 to be discussed at December 13, 2017 leadership meeting.
December 13, 2017	Capital Project vote	
December 22, 2017	Initial BOCES services requests due.	Staff requests due by December 15, 2017. Notify county regarding number of voting machines needed.
January 9, 2018	Present Operations & Maintenance, Transportation Budgets to Board of Education. Cost savings discussion comparing long range scenarios, tax levy	Provide line by line building 2017-18 budgets and discuss 2018-19 budget at January 10, 2018

	discussion.	leadership meeting.
January 23, 2018	Facilities study presentation	
February 13, 2018	Present Debt Service, Employee Benefits and Revenue (Governor's Proposal if available) to the BOE. and Curriculum: staffing, athletics and special education	
February 27, 2018	Present final Tax Levy Limit Calculation & Revenues and Reserves and initial draft budget by category.	
March 1, 2018	Tax Levy Limit Calculation due to the Office of the State Comptroller.	
March 13, 2018	Present final cost drivers and preliminary overview of 2018-19 budget and current draft of line by line budget.	Send Cortland Standard Notice of Annual Budget Vote/Election/Public Hearing to be published four times: First publication is March 29, 2018
March 27, 2018	Present draft 2018-19 budget to the BOE for review and comment.	
March 29, 2018	Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication at least 45 days before date of budget vote.	Second publication for Notice of Annual Budget /Vote/Election/Public Hearing is April 9, 2018.
April 10, 2018	Budget adoption by the BOE. Budget document available to the public, arrange for the pickup and return of voting machines with the Board of Elections contractor. April 23, 2018 is the last legal day to adopt.	Final draft of budget newsletter to be submitted for printing. Third publication for Notice of Annual Budget /Vote/Election/Public Hearing is April 23, 2018.
April 16, 2018	Adopt BOCES Budget, and Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 23, 2018. Also, submit property tax report card to Cortland Standard within 24 hours of budget adoption.	Property tax card sent to local newspaper for general circulation.
April 16, 2018	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	Final draft of budget notice to be submitted for printing.

	to vote date. Date for drawing by District Clerk for determination of order for listing Board candidates on ballot or voting machine the following day. Deadline for submission of petitions for propositions to be placed on ballot (20 days preceding budget vote).	
April 21, 2018	Mail district newsletter, prepare voting machine inserts and transmit to county Board of Elections.	Registration day is May 1, 2018.
May 1, 2018	Budget statement and required attachments available at least 14 days prior to budget vote.	Budget notice delivered to Cortland Post Office no later than May 5, 2018: must arrive in eligible voters homes after the budget hearing.
May 2-9, 2018	Budget notice (May need to include BOE candidates).	Fourth publication for Notice of Annual Budget /Vote/Election/Public Hearing is May 7, 2018.
May 8, 2018	Budget Hearing / Meet the Candidates	
May 10-14, 2018	Sworn statements of campaign contributions or loans in excess of \$1,000, received before vote date and not previously reported, to be filed with the District Clerk and Commissioner of Education within twenty-four hours of receipt by candidates for membership on the Board of Education and Library Board.	
May 10-14, 2018	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).	
May 15, 2018	Budget Vote Day	
June 19, 2018	Statewide budget revote day if applicable.	