



CORTLAND ENLARGED CITY SCHOOL DISTRICT

Calendar adopted by BOE on October 27, 2020

2021-2022 Budget Development Calendar

Purple = Board meeting date

Date	Presentations	Notes
October 27, 2020	2021-22 budget calendar to the BOE for adoption.	
November 10, 2020	Review of state aid factors / long range financial plan.	Discuss 2020-21 budget at November 18, 2020 leadership meeting.
November 24, 2020	Present initial budget assumptions (cost drivers and savings) along with future financial goals and the 2021-22 budget development theory.	
December 8, 2020	Present BOCES services request to the Board of Education.	FFE discussions.
December 18, 2020		Initial BOCES services requests due Dec 18, 2020 Staffing discussions. Notify county regarding number of voting machines needed.
January 12, 2021	Present Operations & Maintenance, Transportation Budgets to Board of Education.	Review nVision reports for building 2021-22 budget.
January 26, 2021	Present Debt Service and Employee Benefits to the Board of Education	
February 9, 2021	Present Revenue (Governor's Proposal if available) to the BOE. Present Curriculum: staffing, athletics and special education.	
February 23, 2021	Present final Tax Levy Limit Calculation & Revenues.	
March 1, 2021		Tax Levy Limit Calculation due to the Office of the State

		Comptroller.
March 9, 2021	Present final revenues, expenses and preliminary overview of 2021-22 budget.	
March 23, 2021	Present draft 2021-22 budget to the BOE for review and comment.	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. Send Cortland Standard Notice of Annual Budget Vote/Election/Public Hearing to be published four times: First publication is April 2, 2021
April 2, 2021		Second publication for Notice of Annual Budget /Vote/Election/Public Hearing is April 12, 2021.
April 13, 2021	Budget adoption by the BOE.	Final draft of budget newsletter to be submitted for printing. Third publication for Notice of Annual Budget /Vote/Election/Public Hearing is April 26, 2021.
April 19, 2021	Adopt BOCES Budget, and Property tax report card by April 23, 2021 and must be submitted to SED within 24 hours of budget adoption, but no later than April 26, 2021. 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 28, 2021	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. 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).	

May 1, 2021		Mail district newsletter, prepare voting machine inserts and transmit to county Board of Elections.
May 4, 2021	Registration day is May 4, 2021. Budget statement and required attachments available at least 14 days prior to budget vote.	
May 10-11, 2021	Budget notice must arrive in homes after Budget Hearing but no later than 6 days prior to Budget Vote.	Budget notice delivered to Cortland Post Office no later than May 11, 2021: must arrive in eligible voter's homes after the budget hearing but no later than 6 days prior to budget vote. Mail out on May 10 th . Forth publication for Notice of Annual Budget /Vote/Election/Public Hearing is May 10, 2021.
May 11, 2021	Budget Hearing / Meet the Candidates	
May 12-17, 2021	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 13-17, 2021	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 18, 2021	Budget Vote Day	