



# CORTLAND ENLARGED CITY SCHOOL DISTRICT

Initial calendar adopted by BOE on November 1, 2016  
Revised\_\_\_\_\_

## 2017-2018 Budget Development Calendar

Purple = Board meeting date

Date	Topics	Notes
October 11, 2016	Discuss 2017-18 draft budget calendar.	Schedule finance committee meeting prior to November 1, 2016.
November 1, 2016	Present 2017-18 budget calendar to the BOE for adoption and begin preliminary budget forecast and overview of budget development theory.	
Nov.-Dec. 2016	Meet with individual administrators and directors.	Send out form for prioritizing furniture, fixtures, equipment requests for 2017-18 budget planning.
November 15, 2016	Present initial budget assumptions (cost drivers such as salary/benefits) and overview of reserves.	Request BOE authorization to reduce insurance reserve and review bus purchasing.
December 13, 2016	Present BOCES services to the Board of Education.	FFE requests back by December 1, 2016 to be discussed at December 14, 2016 leadership meeting.
December 21, 2016	Initial BOCES services requests due.	Staff requests due by December 16, 2016. Notify county regarding number of voting machines needed.
January 10, 2017	Present Operations & Maintenance, Transportation Budgets to Board of Education.	Provide line by line building 2016-17 budgets and discuss 2017-18 budget at January 11, 2017 leadership meeting.
January 24, 2017	Present Curriculum: staffing, athletics and special education.	
February 14, 2017	Present Debt Service, Employee Benefits and Revenue (Governor's Proposal if	

	available) to the BOE.	
February 28, 2017	Present final Tax Levy Limit Calculation & Revenues and Reserves.	
<b>March 1, 2017</b>	<b>Tax Levy Limit Calculation due to the Office of the State Comptroller.</b>	
March 14, 2017	Present final cost drivers and preliminary overview of 2017-18 budget.	Send Cortland Standard Notice of Annual Budget Vote/Election/Public Hearing to be published four times: First publication is March 29, 2017
March 28, 2017	Present draft 2017-18 budget to the BOE for review and comment.	
<b>April 3, 2017</b>	<b>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.</b>	Second publication for Notice of Annual Budget /Vote/Election/Public Hearing is April 10, 2017.
<b>April 11, 2017</b>	<b>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 24, 2016 is the last legal day to adopt.</b>	Final draft of budget newsletter to be submitted for printing.  Third publication for Notice of Annual Budget /Vote/Election/Public Hearing is April 24, 2017.
<b>April 24, 2017</b>	<b>Adopt BOCES Budget, and Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 24, 2017. Also, submit property tax report card to Cortland Standard within 24 hours of budget adoption.</b>	Property tax card sent to local newspaper for general circulation.
<b>April 26, 2017</b>	<b>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).</b>	Final draft of budget notice to be submitted for printing.

April 26, 2017	Mail district newsletter, prepare voting machine inserts and transmit to county Board of Elections.	Registration day is May 2, 2017.
May 1, 2017	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, 2017: must arrive in eligible voters homes after the budget hearing.
May 5, 2017	Budget notice (May need to include BOE candidates).	Forth publication for Notice of Annual Budget /Vote/Election/Public Hearing is May 8, 2017.
<b>May 9, 2017</b>	<b>Budget Hearing / Meet the Candidates</b>	
May 11-15, 2017	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 11-15, 2017	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).	
<b>May 16, 2017</b>	<b>Budget Vote Day</b>	
June 20, 2017	Statewide budget revote day if applicable.	