

2019-2020 BUDGET CALENDAR

October 1, 2018

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
September 28	File Annual Financial Rpt. ST-3	Business Office
October 1 BOE Meeting	2016-2017 External Audit Completed Adoption of Audit by BOE Adopt Budget Calendar & Budget Timeline External Audit Presentation	Superintendent BOE Assoc. Supt. For Business Serv. Auditors, Grossman St. Amour
November 12 & 21	Fiscal 2017-18 Actual vs. 2018-19 District Budget Line Item Expenditure Review	Cabinet
November 26	Distribute information on BOCES Services to Directors & Cabinet (Information provided by BOCES)	BOCES Assoc. Supt. for Business Serv.
December 3 BOE Meeting	2019-2020 Budget Assumptions 2018-2019 Fund Balance Review	Superintendent BOE Assoc. Supt. for Business Serv.
December 10	Submit Initial BOCES Service Requests to Assoc. Supt. For Business Services	Directors & Cabinet Treasurer
December (Before 12/17)	Budget Process Status	BOE Budget Sub Committee Cabinet
December 17 BOE Meeting	Review Preliminary Budget Forecast Complete Initial BOCES Services Request and submit to BOCES	Superintendent BOE Assoc. Supt. for Business Serv. Treasurer
December 19 (Admin Mtg)	Principals & Directors Meeting to kick off Building and Departmental Budgets and distribution of Per Pupil Allocations and Alignment with Vision 2020	Assoc. Supt. for Business Serv. Assoc. Supt. For Instruction

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
January 18	Salary Projections Submitted to Treasurer Building & Department Budgets Completed (Non Personnel Only)	HR All Areas
January (Before 1/28)	Budget Process Status	BOE Budget Sub Committee Cabinet
January 28 BOE Meeting	Fund Balance & Reserves Projections Governor's Budget Proposal Preliminary Tax Cap Calculation	Superintendent BOE Assoc. Supt. for Business Serv.
February 4 to February 11	Principal & Director Budget Review sessions including Staffing Requests, Shared Staffing, Staffing Timeline and Cabinet Presentation Preparation	Principals & Directors Cabinet Treasurer
February 8	Contact Salina Library – Tax Levy Jeannine Chubon, Director	Treasurer District Clerk
February 12	Initial BOCES Budget reviewed by Cabinet Line Item Budget Reviewed (1:00-3:00)	Assoc. Supt. for Business Serv. Treasurer Cabinet
February 19	Expenditure (BAU) Line Item Budget 2019-2020 Reviewed by Cabinet Budget Needs & Cost Savings (9:00-12:00)	Cabinet Assoc. Supt. for Business Serv. Treasurer
February (Before 2/25)	Budget Process Status	BOE Budget Sub Committee Cabinet
February 25 BOE Meeting	Initial Budget Draft	Superintendent BOE Assoc. Supt. for Business Serv.
February 26 (Cabinet Mtg)	Budget Presentations: Administrative, Benefits, Debt Services, Technology	Directors Cabinet
March 5 (Cabinet Mtg)	Budget Presentations: Transportation (include Bus Bond Proposition); M&O	Directors Cabinet
March 6 (Admin. Mtg)	Principal & Director Budget Update	Superintendent Assoc. Supt. for Business Serv.

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
March 12 (Cabinet Mtg)	Budget Presentations: Professional Development & Math; Social Studies, Music & Art; Science, Tech Ed, FACS & Health	Directors Cabinet
March (Before 3/18)	Budget Process Status	BOE Budget Sub Committee Cabinet
March 18 BOE Meeting	Budget Update Final Tax Cap Calculation Approve Bus Bond Proposition Notice of Budget Hearing/Election (Submit to paper by March 31). Includes Salina Library & Bus Bond Prop.	Superintendent BOE Assoc. Supt. for Business Serv.
March 19 (Cabinet Mtg)	Budget Presentations: Athletics, Co-Curricular & Health Services; LOTE & Library; ELA and Reading	Directors Cabinet
March 26 (Cabinet Mtg)	Budget Presentations: Pupil Personnel Services & Special Education; BOCES Services Requests	Directors Cabinet
March (Before 3/29)	Budget Process Status	BOE Budget Sub Committee Cabinet
April 1 BOE Meeting	Budget Proposal based on approved State Aid (Final State Budget) Formal Adoption of 2019-2020 Budget Board Candidate Biographies Due	Superintendent BOE Assoc. Supt. for Business Serv. District Clerk
April 4	Legal Notice to Post Standard	District Clerk
April 9	Legal Notice to Eagle News	District Clerk
April 11	Budget Dispatch Sent to Printer Legal Notice to Post Standard	School Information Officer District Clerk
April 15	Send Budget Notice Print Shop/BOCES BOCES sends copies to Dupli Graphics for mailing on May 10th	Assoc. Supt. For Business Serv.
April 16	Legal Notice to Eagle News	District Clerk
April 17	Mail Budget Dispatch	Laurie Cook

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
April 18	Legal Notice to Post Standard	District Clerk
April 22 BOE Meeting	BOCES Election & Budget Vote on Legal Administrative Budget Board of Education Petitions Due	Superintendent BOE Assoc. Supt. for Business Serv. District Clerk
April 23	Property Tax Report Card – Submit to SED/newspapers within 24 hours after BOE approval Budget Dispatch Final Review Legal Notice to Eagle News	Assoc. Supt. for Business Serv. Cabinet District Clerk
April 25	Legal Notice to Post Standard	District Clerk
April 26	Public Hearing Packets made available to public and each school 7 days prior to Budget Hearing	Assoc. Supt. For Business Serv.
April 30	Legal Notice to Eagle News	District Clerk
May 7	BUDGET HEARING (Not Less Than 7 or More than 14 Days Prior to Vote) Administrator Compensation Disclosure Available and transmitted to SED via SAMS	BOE Treasurer
May 10	School Budget Notice – mail after Budget Hearing, but not later than six (6) days before Budget Vote	Assoc. Supt. for Business Serv.
May 21	BUDGET VOTE ANNUAL MEETING & ELECTION	