

2021-2022 BUDGET CALENDAR

October 5, 2020

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
October 5 BOE Meeting	Adoption of Audit by BOE External Audit Presentation – 19-20	Superintendent BOE Assoc. Supt. For Business Serv. Auditors, Grossman St. Amour
October 5 BOE Meeting	Adopt Budget Calendar & Budget Timeline	Superintendent BOE Assoc. Supt. For Business Serv.
October 6	File Annual Financial Rpt. ST-3	Business Office
November 24	Distribute information on BOCES Services to Directors & Cabinet (Information provided by BOCES)	BOCES Assoc. Supt. for Business Serv.
December 8	Complete Initial BOCES Services	Cabinet
December 15	Submit Initial BOCES Service Requests to Assoc. Supt. For Business Services	Directors & Cabinet Treasurer
December 16 (Admin Mtg)	Principals & Directors Meeting to kick off Building and Departmental Budgets	Assoc. Supt. for Business Serv. Assoc. Supt. For Instruction
December 21 BOE Meeting	2021-2022 Budget Assumptions 2020-2021 Fund Balance Review	Superintendent BOE Assoc. Supt. for Business Serv.
January 15	Salary Projections Submitted to Treasurer Building & Department Budgets Completed (Non- Personnel Only)	HR All Areas
January (Before 1/25)	Budget Process Status	BOE Budget Sub Committee Cabinet

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
January 25 BOE Meeting	Fund Balance & Reserves Projections Governor's Budget Proposal Preliminary Tax Cap Calculation	Superintendent BOE Assoc. Supt. for Business Serv.
February 1 to February 12	Principal & Director Budget Review sessions including Staffing Requests, Shared Staffing, Staffing Timeline and Cabinet Presentation Preparation	Principals & Directors Cabinet Treasurer
February 5	Contact Salina Library – Tax Levy Jeannine Chubon, Director	Treasurer District Clerk
February 9	Initial BOCES Budget reviewed by Cabinet	Assoc. Supt. for Business Serv. Treasurer Cabinet
February 16	Expenditure (BAU) Line Item Budget 2021-2022 Reviewed by Cabinet	Cabinet Assoc. Supt. for Business Serv. Treasurer
February (Before 2/22)	Budget Process Status	BOE Budget Sub Committee Cabinet
February 22 BOE Meeting	Initial Budget Draft	Superintendent BOE Assoc. Supt. for Business Serv.
February 23 (Cabinet Mtg)	Budget Presentations: Administrative, Benefits, Debt Services, Technology, M&O	Treasurer Cabinet
March 2 (Cabinet Mtg)	Budget Presentations: Transportation (include Bus Bond Proposition), Athletics & Co-Curricular	Directors Cabinet
March 9 (Cabinet Mtg)	Budget Presentations: Professional Development, Science, Tech Ed, FACS and Health	Directors Cabinet
March 10 (Admin. Mtg)	Principal & Director Budget Update	Superintendent Assoc. Supt. for Business Serv.

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
March (Before 3/15)	Budget Process Status	BOE Budget Sub Committee Cabinet
March 15 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 16 (Cabinet Mtg)	Budget Presentations: Music & Art, Grants, LOTE, Library, ELA, Reading, Elementary Education and Math	Directors Cabinet
March 23 (Cabinet Mtg)	Budget Presentations: Pupil Personnel Services, Special Education and Instructional Support	Directors Cabinet
March 31	BOCES Service Requests	Cabinet Directors
April (Before 4/5)	Budget Process Status	BOE Budget Sub Committee Cabinet
April 1	Board Candidate Biographies Due	District Clerk
April 2	Legal Notice to Post Standard	District Clerk
April 5 BOE Meeting	Budget Proposal based on approved State Aid (Final State Budget) Formal Adoption of 2021-2022 Budget	Superintendent BOE Assoc. Supt. for Business Serv.
April 8	Legal Notice to Post Standard	District Clerk
April 13	Send Budget Notice Print Shop/BOCES BOCES sends copies to mailing service for mailing on May 8th	Assoc. Supt. For Business Serv.

DATE	ACTIVITY	PERSON(S) RESPONSIBLE
April 12	Budget Dispatch Sent to Printer	School Information Officer
April 15	Legal Notice to Post Standard	District Clerk
April 19 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 19	Legal Notice to Post Standard Mail Budget Dispatch & Copies to DO	District Clerk Laurie Cook
April 23	Property Tax Report Card – Submit to SED/newspapers within 24 hours after BOE approval Legal Notice to Post Standard	Assoc. Supt. for Business Serv. Cabinet District Clerk
April 27	Public Hearing Packets made available to public and each school 7 days prior to Budget Hearing	Assoc. Supt. For Business Serv.
May 4	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 6	School Budget Notice – mail after Budget Hearing, but not later than six (6) days before Budget Vote	Assoc. Supt. for Business Serv.
May 18	BUDGET VOTE ANNUAL MEETING & ELECTION	