

## 2021-2022 Annual Budget Calendar

<u>DATE</u>	<u>BUDGET FUNCTION</u>	<u>RESP.</u>
<b><u>December 2020</u></b>		
12/1/20 – 12/31/20	BOCES Bid Portal Open (Staff Enter Material & Supplies and Anticipated Contractual Expenses).	DS
12/14/20	2021-2022 DCMO BOCES initial service requests due.	DS, GG, SR, LE
12/17/20	Finance Committee reviews budget calendar and discusses budget development procedures.	DS, GG
12/18/20	Meet with budget builders and distribute budget guidelines/procedures.	DS, GG, SR, LE, MA, BH
12/31/20	BOCES Bid Portal Items Reviewed and Approved.	DS
<b><u>January 2021</u></b>		
1/21/21	Finance Committee reviews preliminary budget overview (tax cap, projected aid and preliminary budget presentation by budget builders).	DS, GG
<b><u>February 2021</u></b>		
2/12/21	Budget builders submit program budget composite to Business Office.	DS, GG, SR, LE, MA, BH
2/18/21	Finance Committee reviews budget overview (preliminary budget forecast and budget assumptions).	DS, GG
2/18/21	Present 2021-22 preliminary budget forecast and budget assumptions to the Board of Education.	DS, GG
<b><u>March 2021</u></b>		
3/1/21	Submit 2021-2022 calculation for tax levy limit to Office of State Comptroller, Tax & Finance & SED (single submission to OSC only).	DS
3/18/21	Finance Committee – Present 2021-2022 operational and general support budget for review and comment (Operations & Maintenance, Transportation and General Support).	DS, GG
3/18/21	Finance Committee – Present 2021-2022 debt service and employee benefits budget for review and comment.	DS, GG
3/18/21	Finance Committee – Present 2021-2022 instructional and special education budget for review and comment.	DS, GG
TBD	Deadline for nominations to seek a term on the <b>BOCES</b> Board.	GB, BOE
3/18/21	Board of Education Meeting @7:00 PM Approve Legal Notice of school budget hearing and budget vote.	GB, BOE
3/31/21 – 4/3/21 (for first publication)	Budget Notice to Newspapers; 4 publications – 3/31, 4/14, 4/28, 5/12 <i>Must advertise four (4) times within seven (7) weeks of the vote with first publication at least 45 days before date of budget vote (March 31 – April 3, 2021). Notice should appear in 2 general circulation newspapers. If no such newspapers exist in the district, the notice should be posted in at least 21 public places at least 45 days in advance of the Budget Vote.</i>	GB, DS
3/31/21	1 <sup>st</sup> Budget Notice Publication.	GB, DS
<b><u>April 2021</u></b>		
4/1/21 – 4/26/21	Finalize 2021-22 educational plan and budget (including BOCES budget) before April 27, 2021 due date for Property Tax Report Card.	DS, GG
4/1/21 – 4/30/21	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots.	GB

	District Clerk must maintain list of the names of all individuals provided with absentee ballots. List is subject to public inspection and legal challenge until the day of election (i.e., through 5/18/21).	
4/1/21	Board of Education Petitions and Absentee Ballot Applications available	GB
4/14/21	2 <sup>nd</sup> Budget Notice Publication	GB, DS
4/15/21	Final draft of budget presented to Board of Education, appointment of clerks and inspectors of elections for budget vote	GG, DS, GB, BOE
4/15/21	<i>Adopt Budget and Approve Tax Report Card</i>	BOE
4/19/21	Deadline for submission of petitions for nominations of BOE candidates (30 days before election)	GB
4/19/21	Last day to submit petitions for propositions to be placed on the ballot	GB
4/19/21	Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day (i.e., through 5/12/21).	DS, GG
4/20/21	Inform candidates of legal requirement for all candidates for election to Board of Education and Library Board 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	GB
TBD	DCMO BOCES Annual Meeting – location and Time, TBD	GG
4/20/21	Budget Newsletter and 6-Day Budget Notice sent to PrintShop today	DS, GB
4/20/21	Date for drawing by District Clerk for determination of order for listing Board candidates on ballot	GB
4/26/21	Property Tax Report Card must be submitted to SED using the State Aid Management System (SAMS) by the end of the next business day following adoption of the report card but no later than 24 days prior to Budget Vote. Day 24 falls on Saturday 4/24. SED will accept submissions through Monday 4/27. Property Tax Report Card must be transmitted to local newspapers of general circulation.	DS
4/26/21	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before Budget Hearing date and at least 14 days before the Budget Vote (i.e., through 5/5/21).	GB
4/27/21	BOCES Administrative Vote and Board Member Election	BOE
4/28/21	3 <sup>rd</sup> Budget Notice Publication	GB, DS
4/30/21	Budget Newsletter mailed today	GB
<b><u>May 2021</u></b>		
5/3/21 – 5/18/21	Mail district newsletter (include full disclosure information)	GB, GG, DS
5/4/21	Budget Statement and required attachments must be made available, upon request, at each school building and at the district office, public or free association library and on the district's website at least 7 days before Budget Hearing date and at least 14 days before the Budget Vote.	GB
5/6/21	Hold Budget Hearing 7-14 days prior to Budget Vote Day. Budget Statement (including required attachments) must be made available. <i>The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital.</i>	GG, DS, GB

5/7/21	Mail budget notice to eligible voters after the Budget Hearing but no later than 6 days prior to Budget Vote day.	GB
5/11/21	Last day to accept absentee ballot applications to be returned by mail. Clerk must mail an absentee ballot for every qualified voter who requests one. The ballot must be mailed no earlier than 30 days or later than 7 days prior to the election day. (Public posting no longer required)	GB
5/12/21	4 <sup>th</sup> (and final) Budget Notice Publication	GB, DS
5/14/21 – 5/18/21	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	GB
5/17/21	Last day to accept absentee ballot applications to be delivered personally. District Clerk must maintain list of the names of all individuals provided with absentee ballots. List is subject to public inspection and legal challenge until the day of election. (Public posting no longer required)	GB
5/18/21	Statewide Annual Meeting/Board Election/Budget Vote Day (until 9:00 PM in Library). The sole purpose of the meeting is the Uniform Statewide Budget Vote and Board of Education election.	GB, BOE
<b><u>June 2021</u></b>		
6/6/21	Regular Board of Education Meeting @7:00 PM	GB, BOE
6/7/21	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership on Board of Education and Library Board	GB
6/8/21	Board of Education Regular Meeting	GB
6/15/21	Statewide budget revote day	BOE
<b><u>July 2021</u></b>		
7/1/21	Implement 2021-22 Budget	DS, GG