

SAMPLE BUDGET DEVELOPMENT

DATE	BUDGET DEVELOPMENT
October 2014	Present 2015-16 budget calendar and budget development procedures to the BOE for adoption
November 2014	Meet with budget builders and distribute budget guidelines
December 2014	Meet with finance committee (preliminary budget presentation by budget builders)
January 2015	Meet with finance committee and or BOE (on parameters)
January 2015	Meet with budget builders various times throughout the month
February 2015	Budget builders submit program budget composite to Business Office
February 2015	Present 2015-16 preliminary budget forecast and budget assumptions to the BOE
March 1, 2015	Submit 2015-16 calculation for tax levy limit to Office of Comptroller, Tax and Finance and SED
March 2015	Present 2015-16 operational and general support budget to the BOE for review and comment (Operations & Maintenance, Transportation and General support)
March 2015	Present 2015-16 debt service and employee benefits budget to the BOE for review and comment
March 2015	Present 2015-16 instructional and special education budget to the BOE for review and comment
April 4, 2015	Legal notice of school budget hearing and budget vote. Must advertise four times within seven vote with first publication 45 days before date of budget vote
April 2015	Finalize 2015-16 educational plan and budget (including BOCES budget) before April 26, 2015 Property Tax Report Card
April 2015	Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain an ballot box for absentee ballots