

## West Valley Central Schools 2015-2016 Budget Development Calendar



December 08, 2014	Budget Development Calendar presented to Board of Education for adoption
January 5, 2015	Requisitions forms distributed to staff
January 26, 2015	Board of Education Meeting 7:00 PM – Preliminary Budget Review
January 5- February 27, 2015	Development of building level budget
February 9, 2015	BOE Meeting 7:00 PM – Budget Review & Update (Part 1 – Administrative/Operations)
February 27, 2015	Requisition forms due to Business Office
February 23, 2015	BOE Meeting 7:00 PM – Budget Review & Update (Part 2 – Instructional)
March 1, 2015	Property Tax Cap Submission due to the NYS Comptroller's Office
March 9, 2015	BOE Meeting 7:00 PM – Budget Review & Update (Part 3 – (Transportation & Employee Benefits)
March 23, 2015	Petitions available for Board of Education Candidates from District Clerk
March 23, 2015	BOE Meeting 7:00 PM – Budget review
April 4, 2015	1 <sup>st</sup> Publication of Legal Notice for Budget Hearing, Vote, and Election (Subsequent publications on April 18 <sup>th</sup> , May 2 <sup>nd</sup> and May 16 <sup>th</sup> ) (1 <sup>st</sup> Publication occurs at least 45 day before annual meeting, no sooner than 49 days before annual meeting)
April 13, 2015	BOE Meeting 7:00 PM – Final budget review
April 17, 2015	Board candidate petitions due to District Clerk by 5:00 p.m. (Not less than 30 days before annual meeting)
April 21, 2015	BOE Meeting 7:00 PM – Adoption of 2013-2014 budget & property tax report card/Adoption of BOCES Admin Budget
April 22, 2015	Submission of Property Tax Report Card to SED (by the end of the business day following budget adoption/no less than 24 days prior to annual meeting) Submission of Property Tax Report Card to local newspaper
May 4, 2015	Copies of proposed budget must be available to the public in the District Office by this date (at least 7 days prior to budget hearing and 14 days prior to budget vote)
May 6, 2015	Voter Registration Day 3:00 -7:00 pm, school foyer (no more than 14 days, nor less than 5 days before annual meeting)
May 11, 2015	Annual Budget Hearing 7:00 PM (7 to 14 days prior to annual meeting)/BOE Meeting following hearing
May 12, 2015	Budget Notice mailed to district residents (at least 6 days prior to annual meeting)
May 19, 2015	Annual Budget vote and Board of Education Election from 12:00 p.m. to 9:00 p.m. (3 <sup>rd</sup> Tuesday in May)/ BOE Meeting 8:00 p.m.

\*\*\* Last business day on which BOE can adopt a budget-Friday, April 24, 2015 (must be adopted 24 days before prior to date of annual meeting)