

FORT EDWARD UFSD BUDGET CALENDAR

DATE

BUDGET DEVELOPMENT

NOVEMBER & DECEMBER 2017

- Present 2018-19 budget calendar and budget development procedures to the Finance Committee. **Monday, November 27, 2017.** Review 5 year financial plan & estimated tax levy @ 5:30pm.
- Present 2018-19 Budget Calendar to the BOE, **December 11, 2017 [Monday]**.
- Finance Committee meeting **December 19, 2017 [Tuesday]** @ 5:30pm to review:
 - o Estimated Draft Budget #1
 - o Estimated Salaries – Teachers Contract, Support Staff, Admin, Others
 - o Benefits (Medical & Dental, TRS, ERS, Social Security, Workers Comp, others)
- Meet with Principals and Supervisors to outline budget guidelines and process.

JANUARY 2018

- Submit budget requests for review
 - o Staffing
 - o Contractual and supplies
 - o Maintenance & Transportation
 - o Program / Administrative / BOCES
- Finance Committee meeting **January 11, 2018 [Thursday]** @ 5:30pm to review:
 - o Update on Draft Budget
 - o Special Education & BOCES
 - o Review Tax Cap parameters and estimated tax cap levy
 - o State Aid Forecast
- January 22, 2018 @ 5:30pm tentative if needed [Monday]**

FEBRUARY 2018

- Finance Committee meeting **February 5, 2018 [Monday]** on budget expenditures:
 - o Revenue Update - State Aid Forecast, Tax Levy & Tax Cap
 - o Maintenance and Transportation
 - o Equipment, Contractual and Supplies
 - o BOCES & debt service
- Present overview of 2018-19 budget to BOE (workshop) **February 12, 2018 [Monday]**.
- Finance Committee meeting **February 26, 2018 [Monday]** on draft budget.

MARCH 2018

- March 1, 2018 [Thursday]** Submit 2018-19 calculation for tax levy limit to Office of Comptroller, Tax and Finance and SED.
- Finance Committee meeting on draft budget status, **March 5, 2018 [Monday]**.
- Present 2018-19 preliminary budget forecast and budget assumptions to the BOE. **March 12, 2018 [Monday]**
 - o Administrative / Program / Capital
- Finance Committee meeting **March 19, 2018 [Monday]** to finalize *budget if needed*.
- Petitions for Open BOE seats made available.

FORT EDWARD UFSD BUDGET CALENDAR

APRIL 2018

- Legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote
 - Annual Meeting and Election Notice #1 – **March 30, 2018**
 - Annual Meeting and Election Notice #2 – **April 12, 2018**
 - Annual Meeting and Election Notice #3 – **April 30, 2018**
 - Annual Meeting and Election Notice #4 – **May 9, 2018**

- BOE adopts 2018-2019 School Budget at regular April BOE meeting. **April 9, 2018 [Monday]**

- Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots

- Property tax report card must be submitted to SED using SAMS & local newspaper within 24 hours of budget adoption **April 10, 2018**, but no later than **April 23, 2018**.

- April 16, 2018** Deadline for submission of petitions for propositions to be placed on ballot: (30 days preceding budget vote)

- April 16, 2018** 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

- April 21, 2018** District Budget Newsletter mailed to district residents, include full disclosure information. Arrange for the pickup and return of voting machines with the Board of Elections Contractor

- April 21, 2018** Budget documents available to the public upon request, at each school building, public library and the district's website at least 7 days before Budget hearing and 14 days before Budget Vote.

MAY 2018

- Monday, May 7, 2018 - BUDGET HEARING (BOE Meeting)**

- Through **May 14, 2018** District clerk must maintain a list of names of those residents who were given absentee ballot and make such list available for public inspection the five days prior to the annual meeting except Sunday. (Public posting no longer required)

- Friday, May 11, 2018**, Prepare voting machine inserts and transmit to county Board of Elections. Physically examine voting machines for ballot placement and sign statement at the board of elections.

- Tuesday, May 16, 2018 ANNUAL MEETING, UNIVERSAL SCHOOL BUDGET VOTE & BOE of ELECTION**

2018

2019

FORT EDWARD UFSD BUDGET CALENDAR

June Budget Revote

- | | |
|------------------------|---|
| June 5, 2018 | Publish legal notice for budget revote once each week in the 2 weeks before revote day, first publication 14 days before revote. |
| May 29 – June 5, 2018 | 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 hearing & 14 days before the budget revote. |
| June 5 – June 12, 2018 | Hold Budget Hearing 7-14 days prior to Budget Revote Day. Budget Statement (including required attachments) must be made available. The budget must be presented at the hearing in plain language and in 3 components: Administrative, Program, and Capital. |
| June 6 – June 13, 2018 | Mail budget notice to voters the day after the hearing but no later than 6 days before revote day. |
| June 19, 2018 | Statewide Budget Revote Day |