

## ALDEN CENTRAL SCHOOL DISTRICT

### 2017-2018 Budget Development Calendar

October 20, 2016	(R) Board of Education adopts Budget Calendar and Budget Development Guidelines
October 24, 2016	Distribute Budget Guidelines and Budget Forms to Administrative Team
November 2, 2016	Administrative Team discusses Budget Guidelines and Budget Forms
November 3, 2016	(R) Board discussion of the Budget process
January 05, 2017	(R) Board reviews Long Range Revenue and Expenditure Projection Plan
January 13, 2017	Supervisors, Directors and Principals submit BOCES & building/department budget requests to Business Administrator & Superintendent (Note: BOCES budget due date may be adjusted if Participation Forms are not available in a timely manner)
January 17-20, 2017	Members of Administrative Team review budget requests with the School Business Administrator and Superintendent
February 02, 2017	(R) Board of Education reviews staffing requests and preliminary budget forecast of revenues and expenditures. Board establishes parameters for the budget development
February 08-15, 2017	Administrative Team meets to collectively review budget proposals for possible adjustments
February 16, 2017	(R) Board of Education budget discussion and review of tax levy limit calculation
March 01, 2017	Submit calculation of tax levy limit to the Office of Comptroller
March 01, 2017	Teachers receive budget guidelines and requisition packets
March 02, 2017	(R) Board of Education budget discussion
March 9, 2017	(W) Board of Education budget discussion
March 16, 2017	(R) Board of Education budget discussion
March 23, 2017	(W) Board of Education budget discussion
March 30, 2017	(W) Board of Education budget discussion
March 30, 2017	Legal notice of school budget hearing and vote (Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote)
April 6, 2017	(R) Board of Education budget discussion/possible adoption of proposed budget
April 17, 2017	Petitions for Board of Education candidates due to District Clerk
April 18, 2017	(R) Possible Board of Education adoption of proposed budget
April 21, 2017	Administrators submit signed requisition packets to the Business Office
April 24, 2017	Property Tax Report Card must be submitted to NYSED within 24 hours of adoption of budget, but no later than April 24, 2017
May 02, 2017	Budget document available to public upon request at each school building
May 9, 2017	Budget Hearing
May 16, 2017	Annual Meeting Uniform Statewide Budget Vote and Board of Education election

(R) Regular Board meeting      (W) Work Session