

# 2017-18 BUDGET DEVELOPMENT CALENDAR CAMPBELL-SAVONA CENTRAL SCHOOL DISTRICT

- December 19, 2016 Present 2017-18 budget calendar and budget development procedures to the Board of Education for adoption
- January 2017 Meet with various budget builders
- January 23, 2017 Present 2017-18 preliminary budget forecast and budget assumptions to the Board of Education
- February 27, 2017 Present 2017-18 preliminary budget to the Board of Education
- March 1, 2017 Submit calculation of the tax levy limit to the NYS Office of the State Comptroller, the NYS Education Department and the NYS Office of Taxation and Finance.
- March 23, 2017 Present 2017-18 non-instructional budget to the Board of Education for review and comment
- March 30, 2017 Present 2017-18 instructional and revenue budget to the Board of Education for review and comment
- April 2017 Prepare absentee ballot applications, absentee ballot, related envelopes, and directions. Obtain and use locked ballot box for absentee ballots
- April 1, 2017 Deadline for first publication of legal notice of school budget hearing and budget vote. Must advertise four times within seven weeks of the vote with first publication at least 45 days before date of budget vote
- April 6, 2017 Final draft of 2017-18 budget presented to Board of Education
- April 17, 2017 Deadline for submission of petitions for nominations of Board of Education candidates (30 days before election)
- April 17, 2017 Deadline for submission of petitions for propositions to be placed on ballot (30 days preceding budget vote)
- April 17, 2017 Inform candidates of legal requirement for all candidates for election to Board of Education 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 17 – May 11, 2017 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.
- April 18, 2017 Date for drawing by District Clerk for determination of order for listing Board candidates on voting machine

April 19, 2017	Adoption of 2017-18 budget by Board of Education, appointment of clerks, appointment of inspectors of elections for budget vote
April 20, 2017	Property tax report card submitted to NYSED and <i>The Leader</i>
April 21, 2017	Budget statement and required attachments made available to the public
May 2017	Mail district newsletter (include full disclosure information)
May 2017	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
May 8, 2017	Budget hearing
May 9, 2017	Budget notice mailed to eligible voters after the budget hearing but no later than six days prior to the vote
May 11, 2017	Second sworn statement of campaign contributions or loans by candidates for membership on the Board of Education to be filed with the District Clerk and Commissioner of Education five days prior to vote date
May 12 – 16, 2017	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
Up through May 15, 2017	District Clerk must maintain a list of names of all individuals provided with absentee ballots. List is subject to public inspection and legal challenge until the day of election.
May 16, 2017	Statewide annual meeting / board election / budget vote day
June 15, 2017	Last date to file with District Clerk and Commissioner of Education final sworn statement of campaign contributions by candidates for membership of Board of Education
June 20, 2017	Statewide budget revote day
July 1, 2017	Implement 2017-18 budget