



## BRIGHTON CENTRAL SCHOOL DISTRICT

### 2018 - 2019 BUDGET DEVELOPMENT/ACTIVITY CALENDAR

<u>Completion Date</u>	<u>Responsibility</u>	<u>Activity</u>
Tuesday, September 12, 2017	Board of Education Superintendent	Budget guidelines and calendar approved by the Board of Education
Monday, October 2, 2017	Assistant Superintendent for Administration	Budget materials distributed to participants
Wednesday, January 2, 2018	Administrators	Administrators submit budget requests to Assistant Superintendent for Administration (Administration reviews and organizes requests during January and February)
Tuesday January 9, 2018	Board of Education Assistant Superintendent for Administration	Board of Education Budget Review Budget Objectives/Budget Development Process Enrollment Projections New Initiative Proposals
Tuesday, January 23, 2018	Board of Education Superintendent	Board of Education Budget Review Preliminary Budget – Revenues and Expenditures Use of Fund Balance and Reserves Tax Cap Analysis Board of Education Budget Parameters
By Wednesday March 1, 2018	Assistant Superintendent for Administration	Submit information to calculate Tax Levy limit on Office of State Comptroller's website
Tuesday March 6, 2018	Board of Education Superintendent	Community Budget Forum
Tuesday, March 13, 2018	ASA/Principals/Directors ASA Superintendent	Budget Development Update Personnel and Benefits/ Final BOCES Requests Potential Budget Reductions – Impact Analysis
Thursday, March 15, 2018	Board of Education Superintendent	Community Budget Forum

## 2018 - 2019 BUDGET DEVELOPMENT CALENDAR

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Tuesday, March 20, 2018	Board of Education Superintendent	Executive Budget Proposal/ Budget Hearing
Tuesday March 27, 2018	Board of Education	Board of Education Feedback on Executive Budget Amendments to Executive Budget Proposal (if requested/required)
By Thursday March 29, 2018	Board Clerk	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.)
Tuesday, April 10, 2018	Board of Education Superintendent	Budget adoption of 2018-19 budget and Property Tax Report Card / Budget Hearing*
April 20, 2018	Board of Education	Final date for budget adoption by the BOE (Property Tax Report Card submitted to SED with 24 hours)
May 2-9, 2018	Communications Officer	Budget notice must be mailed to eligible voters
Tuesday, May 8, 2018	Board of Education Superintendent	Annual Budget Hearing
Tuesday, May 15, 2018	Board of Education Superintendent	Annual Meeting, Budget Vote and Board of Education Election

\* Property Tax Report Card must be submitted to SED by the end of the next business day following the budget adoption but no later than 24 days prior to Budget Vote.

### **Dates of legal notices of date, time, and place of School Budget Hearing and Annual Budget Vote:**

March 29, 2018

April 5, 2018

April 12, 2018

April 19, 2018