



## BRIGHTON CENTRAL SCHOOL DISTRICT

### 2020-2021 BUDGET DEVELOPMENT/ACTIVITY CALENDAR

<u>Completion Date</u>	<u>Responsibility</u>	<u>Activity</u>
Tuesday, September 17, 2019	Board of Education Superintendent	Budget guidelines and calendar approved by the Board of Education
Tuesday, October 1, 2019	Assistant Superintendent for Administration	Budget materials distributed to participants
Thursday, January 2, 2020	Administrators	Administrators submit budget requests to Assistant Superintendent for Administration (Administration reviews and organizes requests during January and February)
Tuesday January 7, 2020	Board of Education Administrators	Evaluate Budget Impact of Blueprint Recommendations
Tuesday, January 21, 2020	Board of Education Superintendent	Board of Education Budget Review Budget Development Process/Enrollment Projections Preliminary Budget – Revenues and Expenditures Analysis of Fund Balance and Reserves Tax Cap Analysis Board of Education Budget Parameters
Tuesday, February 25, 2020	Board of Education Superintendent	Board of Education Budget Review Approval of Final Tax Cap
By Sunday March 1, 2020	Assistant Superintendent for Administration	Submit information to calculate Tax Levy limit on Office of State Comptroller's website
Thursday March 5, 2020	Board of Education Superintendent	Community Budget Forum
Tuesday, March 10, 2020	Superintendent Assistant Superintendent	Budget Development Update Personnel and Benefits/ Final BOCES Requests Potential Budget Reductions – Impact Analysis
Thursday, March 19, 2020	Board of Education Superintendent	Community Budget Forum

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Tuesday, March 24, 2020	Board of Education Superintendent	Executive Budget Proposal/ Budget Hearing
By Friday April 3, 2020	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 14, 2020	Board of Education Superintendent	Board feedback on Executive Budget Budget adoption of 2020-2021 budget and Property Tax Report Card / Budget Hearing*
April 24, 2020	Board of Education	Final date for budget adoption by the BOE (Property Tax Report Card submitted to SED with 24 hours)
May 5-12, 2020	Communications Officer	Budget notice must be mailed to eligible voters
Tuesday, May 12, 2020	Board of Education Superintendent	Annual Budget Hearing
Tuesday, May 19, 2020	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:**

- April 2, 2020
- April 9, 2020
- April 16, 2020
- April 23, 2020