



BRIGHTON CENTRAL SCHOOL DISTRICT

2021-22 BUDGET DEVELOPMENT/ACTIVITY CALENDAR

<u>Completion Date</u>	<u>Responsibility</u>	<u>Activity</u>
Tuesday, September 15, 2020	Board of Education Superintendent	Budget guidelines and calendar approved by the Board of Education
Thursday, October 1, 2020	Assistant Superintendent for Administration	Budget materials distributed to participants
Friday, January 8, 2021	Administrators	Administrators submit budget requests to Assistant Superintendent for Administration (Administration reviews and organizes requests during January and February)
Tuesday, January 19, 2021	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 23, 2021	Board of Education Superintendent	Board of Education Budget Review Approval of Final Tax Cap
By Monday March 1, 2021	Assistant Superintendent for Administration	Submit information to calculate Tax Levy limit on Office of State Comptroller's website
Wednesday March 3, 2021	Board of Education Superintendent	Community Budget Forum
Tuesday, March 9, 2021	Superintendent Assistant Superintendent	Budget Development Update Potential Budget Reductions – Impact Analysis
Wednesday, March 17, 2021	Board of Education Superintendent	Community Budget Forum

Tuesday, March 23, 2021	Board of Education Superintendent	Executive Budget Proposal/ Budget Hearing
Mar 30 – April 3 (Must advertise four times within seven weeks of the vote with first publication 45 days before date of budget vote.)	Board Clerk	Legal notice of school budget hearing and vote
Tuesday, April 13, 2021	Board of Education Superintendent	Board feedback on Executive Budget Budget adoption of 2021-22 budget and Property Tax Report Card / Budget Hearing*
April 23, 2021	Board of Education	Final date for budget adoption by the BOE (Property Tax Report Card submitted to SED with 24 hours)
May 4-11, 2021	Communications Officer	Budget notice must be mailed to eligible voters
Tuesday, May 11, 2021	Board of Education Superintendent	Annual Budget Hearing
Tuesday, May 18, 2021	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 8, 2021

April 15, 2021

April 22, 2021

April 29, 2021