

RHINEBECK CENTRAL SCHOOL DISTRICT

**BUDGET DEVELOPMENT CALENDAR AND
TIME LINES FOR THE 2016-17 BUDGET**

Date: 10/27/2015

ACTIVITY

COMPLETION DATE

Budget calendar adopted by school board.....	October 14, 2015
Budget development guidelines and budget forms distributed to budget developers with deadline date to return to Business Office.....	October 30, 2015
Superintendent provides Board of Education with “rollover” budget draft for review, discussion, and modification; and fund balance projection.....	December 22, 2015
Budget directions and guidelines reviewed with Administrators Operations and Maintenance requests, Athletic trip requests, and Field Trip requests from all Administrators submitted to the Assistant Superintendent for review.....	December 18, 2015
Budget justifications for staffing reviewed with Administrators.....	December 18, 2015
All detailed budget requests, including instructional and non-instructional staffing, equipment requests, supply needs, and contractual expenditures due from budget developers to the Business Office.....	December 23, 2015
Budget justification sessions held with Central Administration. Central Office review concludes. Initial staffing commitments and new program recommendations determined.....	December 23, 2015 thru January 8, 2016
<i>The recommendation of the Draft Budget Proposal will be the result of work by the Building and Central Office Administrators and will reflect input from staff and shared decision-making committees. Areas where revenues and/or expenses have had to be estimated will be so indicated.</i>	
Superintendent provides first draft budget to Board of Education for review, discussion, and modifications.....	January 12, 2016
Discussion of 2016-17 Budget under development.....	January 28, 2016
Presentation and review of Tax Levy Limit, estimated revenues, and tax projection for the proposed budget.....	February 9, 2016
Discussion of 2016-17 Budget under development.....	February 23, 2016
Tax Levy Limit calculation submitted to NYS Comptroller’s Office, State Education Department, and Department of Taxation and Finance.....	March 1, 2016
Discussion of 2016-17 Budget under development.....	March 8, 2016

ACTIVITY

COMPLETION DATE

Budget Workshop session for Board of Education and Public (9:00AM - 12:00AM).....	March 12, 2016
Discussion of 2016-17 Budget under development	March 26, 2016
First publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates. (Must advertise four times within seven weeks with first publication 45 days before date of Annual Meeting).....	April 2, 2016
Second publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates.....	April 9, 2016
Board study session/final review of the proposed budget prior to adoption. Resolution setting date of Vote–District Clerk to give notice.....	April 12, 2016
Deadline for submission of petitions for propositions and nominations of Board candidates due by 5:00 PM.....	April 18, 2016
Public Hearing--Board of Education Adoption of Budget and Tax Report Card.....	April 19, 2016
Tax Report Card to newspapers and SED (within 24 hours of BOE adoption).....	April 20, 2016
Third publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates, including availability of budget.....	April 23, 2016
Final Date to submit Tax Report Card to State Education Department..... (No later than 24 days prior to Vote)	April 25, 2016
Copies of Budget Available to the public (at least seven days prior to Budget Hearing date).....	May 3, 2016
Budget Hearing (at least seven but no more than fourteen days before the Vote date (Annual Meeting).....	May 10, 2016
Fourth publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting dates) AND mail budget notice to eligible voters.....	May 11, 2016
Annual Meeting (Budget vote and election of Board of Education Candidates).....	May 17, 2016