

RHINEBECK CENTRAL SCHOOL DISTRICT
BUDGET DEVELOPMENT CALENDAR AND
TIME LINES FOR THE 2017-18 BUDGET
Date: 10/25/2016

ACTIVITY

COMPLETION DATE

Budget calendar adopted by school board.....	October 25, 2016
Budget development guidelines and budget forms distributed to budget developers with deadline date to return to Business Office.....	October 30, 2016
Superintendent provides Board of Education with “rollover” budget draft for review, discussion, and modification; and fund balance projection.....	December 13, 2016
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 21, 2016
Budget justifications for staffing reviewed with Administrators.....	December 21, 2016
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, 2016
Budget justification sessions held with Central Administration. Central Office review concludes. Initial staffing commitments and new program recommendations determined.....	December 23, 2016 thru January 10, 2017
<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 10, 2017
Discussion of 2017-18 Budget under development.....	January 24, 2017
Presentation and review of Tax Levy Limit, estimated revenues, and tax projection for the proposed budget.....	February 14, 2017
Discussion of 2017-18 Budget under development	February 28, 2017
Tax Levy Limit calculation submitted to NYS Comptroller’s Office, State Education Department, and Department of Taxation and Finance.....	March 1, 2017
Discussion of 2017-18 Budget under development	March 7, 2017

ACTIVITY

COMPLETION DATE

Discussion of 2017-18 Budget under development	March 21, 2017
Budget Workshop session for Board of Education and Public (9:00AM - 12:00AM).....	March 25, 2017
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 3, 2017
Second publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates.....	April 10, 2017
Board study session/final review of the proposed budget prior to adoption. Resolution setting date of Vote–District Clerk to give notice.....	April 4, 2017
Deadline for submission of petitions for propositions and nominations of Board candidates due by 5:00 PM.....	April 17, 2017
Public Hearing--Board of Education Adoption of Budget and Tax Report Card.....	April 18, 2017
Tax Report Card to newspapers and SED (within 24 hours of BOE adoption).....	April 19, 2017
Third publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates, including availability of budget.....	April 24, 2017
Final Date to submit Tax Report Card to State Education Department..... (No later than 24 days prior to Vote)	April 26, 2017
Copies of Budget Available to the public (at least seven days prior to Budget Hearing date).....	May 2, 2017
Budget Hearing (at least seven but no more than fourteen days before the Vote date (Annual Meeting).....	May 9, 2017
Fourth publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting dates) AND mail budget notice to eligible voters.....	May 10, 2017
Annual Meeting (Budget vote and election of Board of Education Candidates).....	May 16, 2017