

RHINEBECK CENTRAL SCHOOL DISTRICT

**BUDGET DEVELOPMENT CALENDAR AND
TIME LINES FOR THE 2020-21 BUDGET**

Date: 2/10/2020

ACTIVITY

COMPLETION DATE

Budget calendar adopted by school board.....	November 12, 2019
Budget development guidelines and budget forms distributed to budget developers with deadline date to return to Business Office.....	November 15, 2019
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 13, 2020
Budget justifications for staffing review with Administrators begins.....	January 2, 2020
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.....	January 2, 2020
Budget justification sessions held with Central Administration. Central Office review concludes. Initial staffing commitments and new program recommendations determined.....	December 21, 2019 thru January 9, 2019
<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 present the Finance Committee with “rollover” budget draft for review, discussion, and modification; and fund balance projection.....	January 2, 2020
Superintendent provides first draft 2020-21 budget under development to Board of Education for review, discussion, and modifications.....	February 11, 2020
Presentation and review of Tax Levy Limit, estimated revenues, and tax projection for the proposed budget.....	February 11, 2020
Discussion of 2020-21 Budget under development	February 25, 2020
Tax Levy Limit calculation submitted to NYS Comptroller’s Office, State Education Department, and Department of Taxation and Finance.....	March 2, 2020
Discussion of 2020-21 Budget under development	March 10, 2020
Budget Work Session #1 for Board of Education and Public (6:00PM - 7:00PM).....	March 10, 2020
Budget Work Session for Board of Education and Public (9:00AM - 12:00AM).....	March 14, 2020
Budget Work Session #2 for Board of Education and Public (6:00PM - 7:00PM).....	March 24, 2020

<u>ACTIVITY</u>	<u>COMPLETION DATE</u>
Board study session/final review of the proposed 2020-21 budget under development prior to adoption.	
Resolution setting date of Vote–District Clerk to give notice.....	March 24, 2020
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, 2020
Second publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates.....	April 13, 2020
Public Hearing--Board of Education Adoption of Budget and Tax Report Card.....	April 14, 2020
Submit Tax Report Card to State Education Department.....	April 15, 2020
Deadline for submission of petitions for propositions and nominations of Board candidates due by 5:00 PM.....	April 20, 2020
Final Date for Board of Education Adoption of Budget and Tax Report Card.....	April 24, 2020
Final Date to submit Tax Report Card to State Education Department..... (No later than 24 days prior to Vote)	April 27, 2020
Tax Report Card to newspapers and SED (or within 24 hours of BOE adoption).....	April 27, 2020
Third publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates, including availability of budget.....	April 27, 2020
Copies of Budget Available to the public (at least seven days prior to Budget Hearing date).....	May 5, 2020
Budget Hearing (at least seven but no more than fourteen days before the Vote date (Annual Meeting).....	May 12, 2020
Fourth publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting dates) AND mail budget notice to eligible voters.....	May 13, 2020
Annual Meeting (Budget vote and election of Board of Education Candidates).....	May 19, 2020