

RHINEBECK CENTRAL SCHOOL DISTRICT

**BUDGET DEVELOPMENT CALENDAR AND
TIME LINES FOR THE 2015-16 BUDGET**

Date: 10/14/2014

ACTIVITY

COMPLETION DATE

Budget calendar adopted by school board.....	October 14, 2014
Budget development guidelines and budget forms distributed to budget developers with deadline date to return to Business Office.....	October 16, 2014
Superintendent provides Board of Education with Possible New and Expanded Programs and Services.....	November 25, 2014
Superintendent provides Board of Education with “rollover” budget draft for review, discussion, and modification; and fund balance projection.....	December 9, 2014
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 19, 2014
Budget justifications for staffing reviewed with Administrators.....	December 19, 2014
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, 2014
Budget justification sessions held with Central Administration. Central Office review concludes. Initial staffing commitments and new program recommendations determined.....	December 23, 2014 thru January 9, 2015
<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 13, 2015
Discussion of 2015-16 Budget under development.....	January 27, 2015
Presentation and review of Tax Levy Limit, estimated revenues, and tax projection for the proposed budget.....	February 10, 2015
Discussion of 2015-16 Budget under development	February 24, 2015
Tax Levy Limit calculation submitted to NYS Comptroller’s Office, State Education Department, and Department of Taxation and Finance.....	March 2, 2015
Discussion of 2015-16 Budget under development	March 10, 2015

ACTIVITY

COMPLETION DATE

Budget Workshop session for Board of Education and Public (9:00AM - 12:00AM).....	March 21, 2015
Discussion of 2015-16 Budget under development	March 24, 2015
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, 2015
Board study session/final review of the proposed budget prior to adoption. Resolution setting date of Vote–District Clerk to give notice.....	April 14, 2015
Second publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates.....	April 10, 2015
Deadline for submission of petitions for propositions and nominations of Board candidates due by 5:00 PM.....	April 20, 2015
Public Hearing--Board of Education Adoption of Budget and Tax Report Card.....	April 21, 2015
Tax Report Card to newspapers and SED (within 24 hours of BOE adoption).....	April 25, 2015
Final Date to submit Tax Report Card to State Education Department..... (No later than 24 days prior to Vote)	April 25, 2015
Third publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting) dates, including availability of budget.....	April 25, 2015
Copies of Budget Available to the public (at least seven days prior to Budget Hearing date).....	May 5, 2015
Budget Hearing (at least seven but no more than fourteen days before the Vote date (Annual Meeting).....	May 12, 2015
Fourth publication of Legal Notice of School Budget Hearing and Vote (Annual Meeting dates) AND Six-Day Notice Sent to the Public	May 13, 2015
Annual Meeting (Budget vote and election of Board of Education Candidates).....	May 19, 2015