

**Schenectady City School District
2019-20 Budget Development Calendar**

October

17th Budget Calendar Presented to the Board of Education
22nd Beginning of zero based budgeting with Administrators

December

10th Budget Package Proposals due

January

9th Presentation of Rollover Budget, BOCES Services & Grants
23rd Executive Budget, Revenue Presentation and Reserves & Fund Balance Presentation
Meetings held with Building Principals and Departments Heads

February

6th Presentation of O&M budget and Food Service Fund
25th *Administrative Council Meeting*
27th Presentation of District Support Budget

March

1st Submission of Information on Tax Levy Limit levy report
11th *Administrative Council Meeting*
13th Presentation of Fixed Expenses and Debt Service
20th Presentation of Curriculum & Instruction Budget
27th Presentation of Pupil Personnel Services Budget
27-30th Legal notice of budget hearing and vote must be advertised 4 times within 7 weeks prior to budget vote with first notice at least 45 days prior to budget vote.

April

1st Projected State Aid based upon State Budget being approved
2nd *Administrative Council Meeting*
3rd Presentation of Draft Budget
10th Budget Meeting
17th Presentation of Final Budget – BOE approval anticipated
19th Submission of Property Tax Report Card to SED, or within 1 day of BOE approval of Budget
25th Petitions for Board of Education candidates
Budget Statement and Required Documents available at each school building, the District Office, any public library and on the website. (must be at least 7 days before the Hearing)
Property Tax Report card transmitted to local newspaper

May

8th Public Hearing
2nd -9th Budget Newsletter including the Budget Notice mailed
21st Budget vote